



User's Guide to AOLpress 1.2

Do-it-Yourself
Publishing
for the Web

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Authors: Yvonne DeGraw, Jeff Dozier, Ralph Chaney

Special Thanks To: Thomas Storm, Dave Bourgeois, Jim Davidson, Linda T. Dozier, Cathe Gordon, Angela Howard, Dave Long, Amy Luwis, Doug McKee, Jeff Rawlings, Joel Thames, and George W. Williams, V.



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Welcome!

The World Wide Web has fueled the explosive growth of the Internet and the emerging software and services industries that surround it. The Web lets individuals, companies, and institutions—anyone with an Internet connection—publish electronically.

The fundamental unit of the Web is the “page” you see when you browse for information. Pages are *hypertext* documents. When you click on a link, your computer gets the page referenced by the link and displays it on your screen. Web pages can also have images, sound, video, forms, and other features.

What is AOLpress?

AOLpress is an interactive authoring tool that helps you create and publish Web pages. You can use AOLpress with or without access to the PrimeHost hosting service. With the PrimeHost hosting service, you will be able to save your pages directly to the AOLservers used by the service.

What is the PrimeHost hosting service?

AOLpress and the AOL PrimeHost hosting service give you an integrated publishing system for the World Wide Web. The computer on your desk connects to Web servers where you can publish your pages. AOLpress and the PrimeHost hosting service let you join the thousands who have made their presence known on the Internet.

You can use AOLpress with several levels of service. As your Internet needs grow, you can move up to higher service levels. Each service level gives you more disk space and supports more frequent page accesses than the previous level.

- **No service:** You can use AOLpress to create Web pages without having a PrimeHost hosting service account. If you have your own AOLserver, you can use AOLpress to save pages directly to that server. Otherwise, you have to use some other file transfer mechanism (such as FTP) to move pages you create with AOLpress to the Web server you are using.
- **Personal Service:** With your AOL membership, you can access the Internet and publish your pages on the World Wide Web. Your AOL membership includes access to “My Place”, where you can publish up to 2 MB of pages and other files per screen name (up to 10 MB per account). My Place lets you use AOLpress to publish directly to http://members.aol.com/screen_name. Go to keyword “My Place” on AOL to learn more.



- **Domain Service:** This service level gives you a unique “domain” name — such as `mycompany.com`. This makes your company easy to find on the Web (<http://www.mycompany.com>) and helps you project a professional image.
- **Commercial Service:** In addition to a domain name, this service level gives you control over most administrative, database, and programming capabilities of the AOLserver where your Web site is hosted.
- **Dedicated Service:** In addition to the features of the Commercial service, this service level gives you full access to the system, your choice of hardware and software configuration, and secure financial transactions.

What is AOLserver?

The AOLserver is a powerful Web server you can use to create, publish, and manage information on the World Wide Web. The PrimeHost hosting service uses AOLservers to host your pages. If you want to set up your own Web server, you can download the AOLserver software for free from <http://www.aolserver.com/>. The AOLserver is extendable with C and Tcl APIs that can access various types of databases. Full CGI support is also provided.

Why Give Away Our Software for Free?

In our ongoing effort to support and promote publishing on the World Wide Web, we make two major Web tools — AOLpress and AOLserver — available at no charge. AOLpress is the top-ranked Web page authoring software, and AOLserver is the remarkable server software (called “awesome” by New Media magazine) at the core of the PrimeHost hosting service. This free distribution is our gift to the Web community.

Our Assumptions About You

We realize there is probably no “typical” reader of this book or user of AOLpress. Some of you are novices; some have considerable experience. How you will use this book depends on what you already know. How we explain things depends on what we assume about you and your system.

You can use AOLpress if you can use a word processor.

- We assume your computer connects to the Internet either directly or through a modem connected to AOL or an Internet Service Provider. Otherwise:
 - If your computer connects to a local-area network (LAN), you should contact your system administrator to find out how to connect to the Internet.
 - If your computer is not connected to a network or modem, you must connect it.



- We assume you know how to use your computer and its operating software.
 - You have experience with a window-based, graphical user interface, like Microsoft Windows or the Macintosh.
 - You know how to run programs.
 - You know about files and directories (sometimes called documents and folders), how to create them, rename them, move them, and delete them.
 - You know how to use your computer's mouse.
- We assume you have used one of the popular word-processing software packages, such as Microsoft Word.
 - The editing conventions in AOLpress are similar.
 - The file-saving operations in AOLpress look similar, but they also allow you to save files over the Internet.
- We *do not* assume that you are familiar with the World Wide Web and with the concept of navigating through information with hypertext, but we recognize that many of you are familiar with these services and concepts.
 - If you are familiar with Web navigation, scan Chapter 2 to see how AOLpress lets you browse the Web. Then work through its examples to create a Web page.

AOLserver Administrators

Administering AOLservers requires expertise typical of a system administrator. Extending or customizing the server requires programming expertise.

The AOLserver manages permissions for access to information, user accounts, and modification of files. Hence, the AOLserver administrator has the responsibilities of a system administrator. Separate documentation for the AOLserver software is available for those who use the PrimeHost hosting service at the Commercial or Dedicated level and those who download the free AOLserver software and manage their own server.

About This Book

This book is both a tutorial and a reference manual for the AOLpress software. We intend this book for the novice and the experienced user. If you are a new user, you should start with Part I, use the software for a while, and then read through the rest of the book. Experienced users can search through the chapters, table of contents, and index to find special topics explained.

This book also covers the way AOLpress and the PrimeHost hosting service interact. The AOLserver documentation describes administration and programming of the server.



How to Use This Book

We urge you to *use* this book, not just *read* it. To learn about the software, use the book as a tutorial. We show how to accomplish a variety of tasks. *Work through the instructions* to learn. The book usually introduces a set of steps to accomplish a particular task with a distinctive heading:

→ Do a task:

Following the heading that introduces a task are either sequential steps or optional steps, each with its distinctive style:

- 1 Numbered paragraphs, like this one, designate step-by-step instructions. Follow them to learn how the tools work. Menu commands are shown with arrows, for example, **File→Save** means you should pull down the **File** menu and choose the **Save** option.
- Paragraphs with a square bullet, like this one, are optional steps. Usually there is a sequence. Do one or more of the steps to cause the designated action or actions.

After you have gained experience, you will find that the book serves as a working companion and a source of more detail. You can find information either through the table of contents or the index.

Considering our experience with many software packages, we recommend that you go through the book thoroughly after you have used the software for a while. You will discover useful features that you breezed over the first time.

Online Help

There are many online help pages available throughout the application. Most dialogs have a help button that you can click to get assistance with a specific task. You can search for specific topics using **Help→Search For Help On**. This will bring up a dialog box where you enter a term to search for in the online documentation.

Typographical Conventions

We use a variety of fonts to identify items or processing steps:

bold, sans serif:	Menus, menu items, and field names. Menu names with options use arrows, for example, File→Save .
<i>italic:</i>	To emphasize selected words, for example, in the paragraph above, “We urge you to <i>use</i> this book...”
<u><i>italic, underlined</i></u>	A <i>hyperlink</i> . When browsing a Web page, click on a hyperlink to display the Web page it references.
<code>courier</code>	Text that you type. For example: <code>http://gnn.com/</code> .



Variations Among Different Platforms

AOLpress is available for Microsoft Windows and Macintosh. We have compromised between making the application similar across different platforms, versus making it look similar to other applications on the same platform. Paragraphs in this book that apply to specific platforms are identified in the text.

What's New in V1.2?



If you've used GNNpress or NaviPress v1.1 before, see page 195 for a list of the new features you will find in AOLpress v1.2. The icon to the left identifies features that are new in this version. If you are using an earlier version, these features will not be available. To find out how you can upgrade to AOLpress v1.2, please visit our Web site (<http://www.aolpress.com/>).

To Contact Us or Get More Information

To sign up for the PrimeHost hosting service or to get technical support:

- Call 1-800-879-6882
- Send email to info@primehost.com
- Visit <http://www.primehost.com/>
- Go to the "primehost" keyword on AOL

To download AOLpress or AOLserver for free:

- Visit <http://www.aolpress.com/>



Part 1: Essentials

Part I provides the bare minimum you need to know to create and publish Web pages, plus some information that will help you later.

Read **Chapter 1** if you need to install AOLpress. It covers installation and system requirements. It also covers a few essentials about preferences you may need to set before you can run AOLpress.

Work through the examples in **Chapter 2**. These give you a taste of using the tools.

- Take a quick tour of the World Wide Web to see how it works and what it can do.
- Create a Web page with hyperlinked text and images and publish it to your PrimeHost hosting service directory (or to a public directory where you can test your pages if you are not yet a PrimeHost hosting service customer).
- Use the MiniWeb to see how Web pages are organized.

Read **Chapter 3** to get an overview of the AOLpress workspace. This overview will help you understand the tasks and functions in Part 2.

Chapter 4 covers some basics (no more is needed!) about HyperText Markup Language (HTML) and other secrets of the World Wide Web.

Installing AOLpress

1

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This chapter explains how to install AOLpress on the following operating systems:

- Microsoft Windows 3.1, 3.5 NT, Workgroups, and Windows95
- Mac OS: System 7 and later

You can download the AOLpress software from <http://www.aolpress.com>.

System Requirements

If you want to use AOLpress over the Internet, you need to have a “SLIP” or “PPP” connection from an Internet service provider, modem, and the appropriate connection software (for example, Trumpet winsock or Chameleon).

You can still use AOLpress to author and access local files when your computer is not connected to the Internet. For example, while you create pages you may want to leave your modem off and then connect your modem to the Internet when you are ready to publish your pages. When your modem is off, you have access to all the features of AOLpress, but cannot open, save, delete, or browse on network locations.

If you have additional questions about using AOLpress with various types of Internet connections, see the PrimeHost hosting service Frequently Asked Questions (FAQ) list at <http://www.primehost.com/faq/faq.htm>.

MS Windows

- Microsoft Windows 3.1, NT 3.5, Workgroups, or Windows 95
- Intel x86 microprocessor:
 - 386 minimum
 - 486 or above recommended
- 4 Mbytes RAM minimum; 8 Mbytes recommended
- 5 Mbytes free disk space required for installation
- Internet TCP/IP software:
 - Windows NT and Windows95 have support for TCP/IP built in. Windows NT and Windows95 users do *not* need to install third-party software.
 - The Windows 3.1 and Windows for Workgroups 3.11 operating systems do *not* have built-in support for TCP/IP, and you have to install a “TCP/IP stack” on your system if you plan to search the World Wide Web. Sources of TCP/IP software include FTP Inc., Microsoft, NetManage, Novell, Digital Equipment Corp., and Spry Inc.
- A modem or direct network connection.

Macintosh

- System 7 or above.
- CPU: 68020 or higher, or Power PC
- 8 Mbytes RAM; 12 Mbytes recommended
- 5 Mbytes disk space required for installation
- MacTCP software (check your system disks if it is not already installed)
- A modem or direct network connection. (If you use a modem, you also need PPP or SLIP software.)

Install AOLpress

MS Windows

→ Install AOLpress on Windows 3.1, NT 3.5, Workgroups, or Windows95:

- 1 Click on the Web link to download AOLpress. Specify the location on your hard drive where you want to store the compressed AOLpress software. This can be a directory where you store temporary files.
- 2 Use the **File Manager** to find the file you downloaded.
- 3 Double-click on the file you downloaded to expand and run the setup procedure.
- 4 Follow the prompts in the setup procedure to install AOLpress.
- 5 When the installation is complete, you can double-click on the AOLpress icon in your Program Manager to run AOLpress.

Installing with No Internet Connection

If you do not have a `WINSOCK.DLL` file (TCP/IP connection software), you will see a message that says “Couldn't find TCP/IP network (`WINSOCK.DLL`). Would you like a stand-alone installation?”

If you proceed with a stand-alone installation, a null `WINSOCK.DLL` is placed in the AOLpress directory. AOLpress tells you that you are not connected to a network when you first try to access an Internet location.

If you install AOLpress stand-alone and later decide you want to use it over the Internet, you must change the installation as follows:

- 1 Install Internet access connection software (this should place a file called `WINSOCK.DLL` in your windows directory).
- 2 Arrange for Internet access from a provider such as the PrimeHost hosting service.
- 3 Start the Windows **File Manager** and search for `AOLPRESS.EXE`. Delete the `WINSOCK.DLL` file in the same directory as `AOLPRESS.EXE`. If there is no `WINSOCK.DLL` file in its directory, AOLpress will use the `WINSOCK.DLL` file in the windows directory.

If you delete the null `WINSOCK.DLL` without installing Internet access software, and then try to use AOLpress, it will not start. Either install a valid `WINSOCK.DLL` or reinstall AOLpress.

Using AOLpress with an AOL Account

You can download a special version of the `WINSOCK.DLL` file from America Online. Go to keyword: `winsoc` to download this file, which allows you to use AOLpress on your PC through your America Online account.

Your AOL membership includes access to “My Place”, where you can publish up to 2 MB of pages and other files per screen name. My Place lets you use AOLpress to publish directly to `http://members.aol.com/screen_name`. Go to keyword “My Place” on AOL to learn more.

Macintosh

→ Install AOLpress on a Macintosh:

- 1 Click on the Web link to download AOLpress. Specify the location on your drive where you want to store the compressed AOLpress software. This can be a directory where you store temporary files.
- 2 Double-click on the file you downloaded to expand and run the installation.
- 3 Follow the prompts in the installation procedure to install AOLpress.
- 4 When the installation is complete, you can double-click on the AOLpress icon to run AOLpress.

Upgrading to New Versions of AOLpress

When new versions of AOLpress are introduced, you can update over the network instead of re-installing. Select **File→Upgrade AOLpress**. You can download a new version of the software and install it.

Preferences You Should Set Now

Chapter 9 covers Preferences in detail, but you might need to set the Proxy server now if your site is behind a firewall or if you connect to the Internet through a service provider who runs your connections. First ask your System Administrator if you are behind a firewall. Some hints that you might be are:

- You cannot ftp to a remote site.
- You cannot log in to a remote site.
- You can reach internal Web servers but no external Web sites.

→ **Set preferences:**

- 1 Start AOLpress.
- 2 Choose the **Tools→Preferences→Network** menu item.
- 3 Click the **Always Proxy** check box.
- 4 Ask your system administrator for the name of the Proxy server. Typically it is in the form `hostname:port` (for example, `www.mycom.com:81`). *Do not* type the leading `http://`.
- 5 You may also need to set a **SOCKS host** name in this dialog if you are behind a fire-wall. Ask your system administrator.
- 6 If you want to use AOLpress to send email, set your **Mail Address** in the Network Preferences dialog, too.



Installing AOLpress

Preferences You Should Set Now

Tour the Web and Create a Page

2

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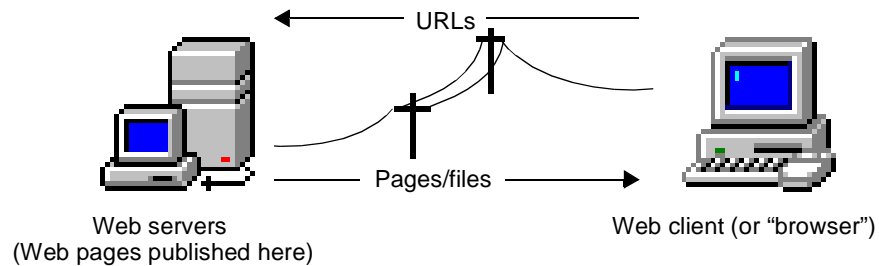
This chapter gives you a quick introduction to browsing and authoring with AOLpress. It takes you through step-by-step instructions on how to browse and create a simple page from a template. It also shows you how to use AOLpress to author a Web page and publish it to the PrimeHost hosting service.

A Little Background

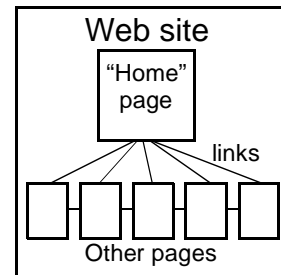
Before we start our tour of the World Wide Web and AOLpress, we'd like to explain a few of the terms you'll see. They are a lot less mysterious than they sound.

- **Web Pages:** The documents you see on the Web are called “pages.” They contain text, images, and “links” that let you jump to other pages.
- **Browse:** When you look at a Web page, you are “browsing” that page, and the software you are using is called a “browser”. Another term for browsing Web pages is “surfing.” AOLpress is *both* a browser and an “authoring tool” — because it lets you look at pages *and* create or change them.

- **Web server:** The computer that stores the pages you see is called a “Web server.” It runs software that knows how to send pages and images to browsers.
- **Web client:** On the Web, the “client” is your own computer. You don’t need to understand “client-server computing” to use AOLpress. In case you’re curious, a “client” computer is one that sends requests to a “server” computer. The “server” processes the request, and the “client” takes care of showing you the results.



- **URL:** The strings of characters (like `http://www.mycompany.com/`) you keep seeing in advertisements are locations on the Web called Uniform Resource Locators or “URLs”. You can pronounce this as “you-are-els” or “earls”.
- **Web site:** All your pages, images, and other files make up your “Web site.”
- **Home page:** The first page you want people to see in your set of pages is called the “home page.” Other pages are just “pages.”
- **MiniWeb:** With AOLpress, you can treat all the pages, images, and other files in a directory as a small version of the Web — called a “MiniWeb.” A MiniWeb acts as a “File Manager” for your Web pages. You use MiniWebs to manage your pages and see connections between files.
- **HTML:** The language used behind-the-scenes to format Web pages is called HyperText Markup Language (HTML). In the past, people had to learn this language to create Web pages. Now, you can use AOLpress to create pages as easily as you would write a letter using a word processor.
- **Publish:** When you make your pages public to other people browsing the Web, you are “publishing” those pages. With AOLpress, publishing is about as easy as saving a file with a word processor.



What You See When You Start

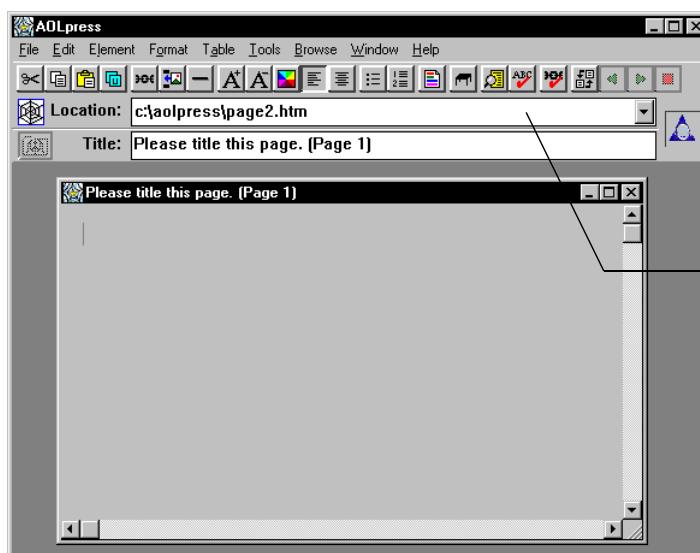
→ To start AOLpress, either:

- Double-click the AOLpress icon in the Global Network Navigator program group or folder.



Aolpress.ei

By default, AOLpress starts with a *Page Window* with helpful pointers to documentation, support, and authoring assistance. You may set your Preferences (see page 172) to bring up an empty Web page, a specific page or a MiniWeb.



Location field:
enter URL to
access a new
Web page

Browse the World Wide Web

AOLpress is both a browsing and an authoring tool. In this section we cover briefly its use as a browser. As a browser, AOLpress offers many of the same capabilities you enjoy with other browsers. When you want to learn more browsing the Web, see Chapter 5.

The steps in this section assume that your modem is connected to the Internet. (You can use AOLpress to create and access pages on your own disks even when your computer is not connected to the Internet. For example, while you create pages you may want to leave your modem off and then connect your modem to the Internet when you are ready to publish your pages. To find out how, skip to page 20.)

Go Surfing!

This section shows you how to browse the Web with AOLpress.

→ To start your tour of the Web:

- 1 Using your mouse, move the cursor to the **Location** field in the Page Window.
- 2 If there is any text in the field, hold your mouse button down and sweep over it. If your mouse has more than one button, use the left one.
- 3 Hit your Backspace key to erase the highlighted text.
- 4 Type `http://gnn.com`. (Don't include the period.) Then press your Return key. This is the address or "URL" of the Global Network Navigator "home page," which AOLpress will start loading.
 - Wait for a little while—the small animation in the upper right corner of the window tells you that the computer is transferring information. In addition, messages at the bottom of the page tell you when the connection is made and the size of the files that are being transferred.
 - This page changes every week, so don't worry if it doesn't look like the picture below. The instructions that follow lead you to a gallery of paintings that includes the Mona Lisa. If you find links to something else that interests you, go ahead and try those links. The exact path to the gallery of paintings may change, too. If the path changes, go ahead and explore on your own.

"Download in progress" animation

Linked image:
Click on an area to see the page linked to that part of the image

Messages about file transfer are shown here



- 5 Look for the text that says, “Whole Internet Catalog” or “WIC.” Click on this text to open the home page for the catalog.
- 6 Click on the “[Select](#)” link to move into the catalog.
- 7 You will see headings and words colored and underlined. These are *hyperlinks*. Move the cursor to the [All Subjects](#) hyperlink and click on it.
- 8 Scroll down and click on the [Arts Exhibits](#) link.
- 9 Scroll down the page until you find the [Leonardo da Vinci Museum](#) link (in the “Artists” section). Click on this link.
- 10 A page entitled *Leonardo da Vinci Museum*, appears. Click the **GO** button.
- 11 Scroll down to the [Enter the Main Gallery](#) hyperlink and click the mouse.
- 12 Click the [East Wing](#) link. “Postage stamps” of famous paintings appear.
- 13 Scroll down the page until you see the *Mona Lisa* postage stamp. Click on it. After a time delay, she fills a big part of your screen.
- 14 Now traverse backward by clicking the **Back** icon at the top of the Page Window. Then click it again. You can choose another wing of the museum to visit if you like.

As you browse the Web, you may see messages like “could not contact server.” This means the Web site you are trying to reach is either busy or not running. You can try the link again later. See page 52 for details about such messages.

Your Hot List

Browse the Web by visiting links that look interesting. If you find a page you would like to remember, you can add it to your AOLpress *Hot List*, a personal list of interesting pages.

→ To add a page to your Hot List:

- 1 When you are connected to a page that you want to add to your *Hot List*, choose the **Browse→Add to Hot List** menu item. (That is, choose the **Add to Hot List** item from the **Browse** menu. We will use the → arrow for menu choices in the rest of this document.)
- 2 Now you can use that Hot List item in this session and any time you use AOLpress in the future. Choose the **Browse→Hot List** menu item. The title of the Web page you added is shown in your list.
- 3 Select the item you want and click **Fetch** to open that page.

Browse	
Backward	Ctrl+B
Forward	Ctrl+F
Stop	Shift+Ctrl+S
Reload Page	Shift+Ctrl+R
Load Images	
Global History...	
Hot List...	
Add To Hot List	

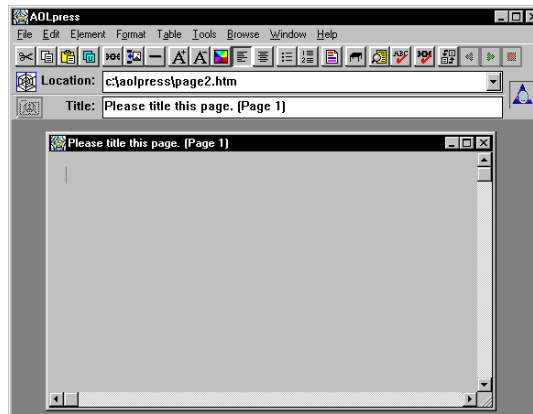
Create and Edit a Web Page

The steps in this section show you how to create a Web page for yourself. Your page will have text, links, and a way for people to send you email. And, you'll be surprised how quickly you can create all of this.

→ To create and edit your personal Web page:

1 Create a Blank Page:

- Choose the **File→New Page** menu item. You'll see a blank window that says "Please title this page." This is just like a blank document in a word processor.



- Let's start by giving the page a title. In the **Title** field above the blank area, type "_____'s Page" and fill in your name. For example, type "Joe's Page". Press the Return key and you will see this title at the top of the window.

2 Type and Format Text in Your Page:

- At the top of the page, type "Welcome to ____'s Home Page!" Fill in your name again. For example, type "Welcome to Joe's Home Page!" Then, click on the welcome message you typed to make sure the cursor is in this line.
- Choose the **Format→Heading→Hdg 1** menu item. This makes your welcome message big and bold. Your welcome message will look like this:



3 Create a List:

- After your welcome message, type this text:

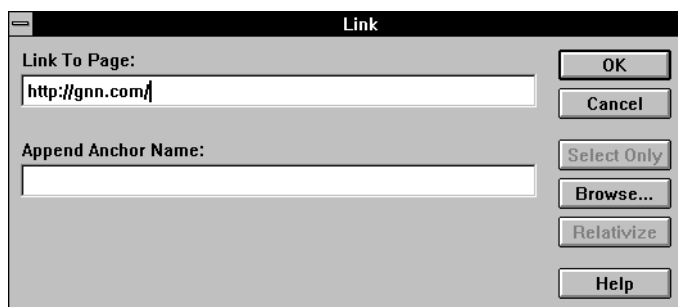


- Use your mouse to highlight the lines that say “GNN” and “Webcrawler”. (Highlight all of both lines.)
- Choose the **Format**→**List**→**Bulleted List** menu item to make these two lines a list.



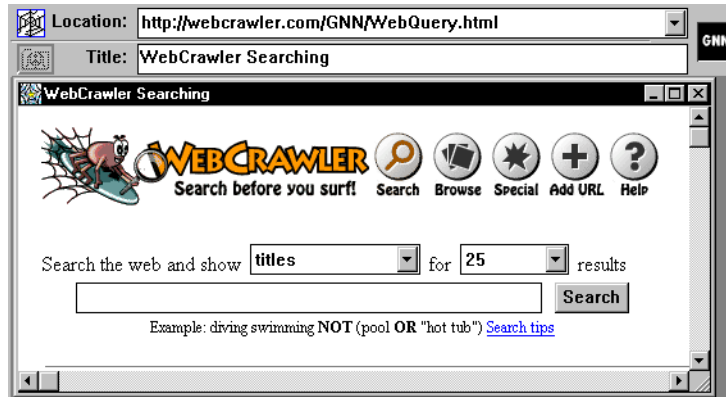
4 Create Links to Other Pages:

- Use your mouse to highlight the word “GNN”. Then choose the **Element**→**Link** menu item.
- Type the URL for GNN’s home page (<http://gnn.com/>) in the **Link to Page** field, like this. Then, click the **OK** button. The text that says “GNN” is now a link to GNN’s home page.

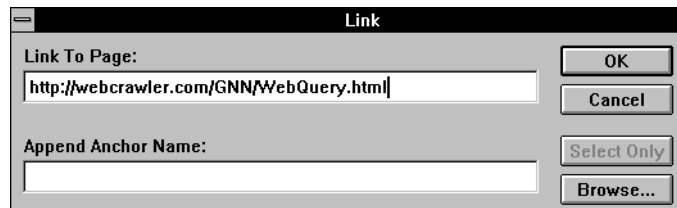


- Double-click on the link you just created to the GNN home page. Double-clicking opens a second window. (Don’t worry if you accidentally single-click on the link. You can use the **Back** button later to move back to the page you are editing. Your changes to the page will still be there unless you click the “Reload Page” icon.)
- Follow the link on GNN’s page to the “Whole Internet Catalog” or “WIC.”

- From the Whole Internet Catalog, follow the link to WebCrawler.

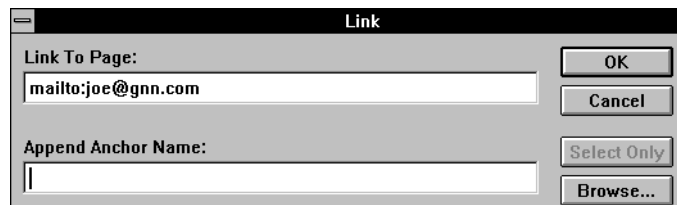


- Click the Copy URL button in the toolbar.
- Now move back to the window you were editing and use your mouse to highlight the word “WebCrawler”. Then choose the **Element→Link** menu item.
- With the cursor in the **Link to Page** field, press Ctrl+V to paste the URL you copied from the WebCrawler page into this field. Then, click the **OK** button. The text that says “WebCrawler” is now a link, too.



5 Create an Email Link:

- After your list of links, type “Send me mail.”
- Highlight the word “mail” and choose the **Element→Link** menu item.
- In the **Link to Page** field, type “mailto:” and then your email address. Then click the **OK** button. For example:

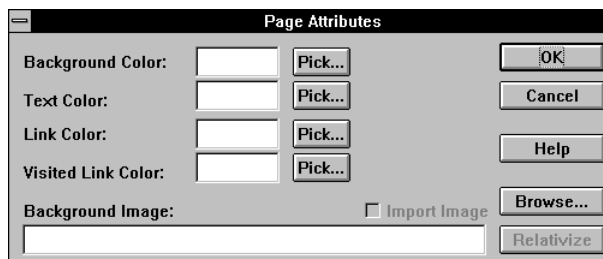


- Click on the link you just created to try sending mail to yourself. You will see a page that looks like this. Go ahead and send yourself some mail.

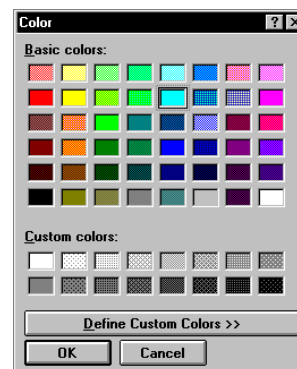


6 Add a Background Color and Graphics:

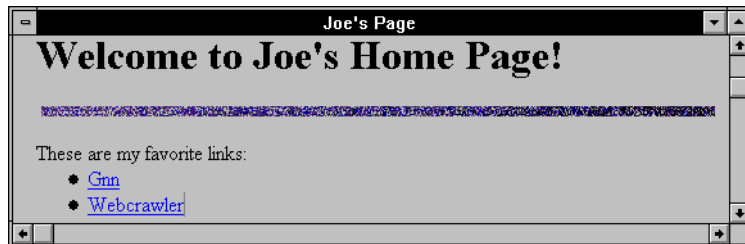
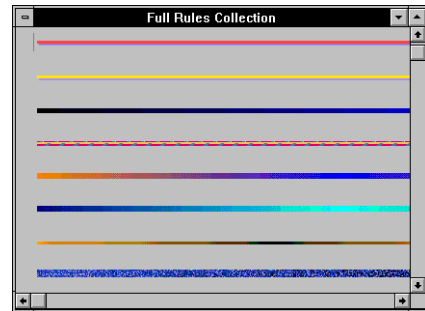
- Click the “Back” icon until you are back at the page you have been creating.
- Choose the **Format→Page Attributes** menu item. You will see a dialog with these fields at the top, which let you select colors for the background and text in your page.



- Click the **Pick** button to the right of the **Background Color** field. You’ll see a color dialog. Click on a light background color like white or yellow. Then click the **OK** button in the color picker. The code for the color you selected will be shown in the Background Color field.
- Click the **OK** button in the Body Attributes window. The background of your window will change to the color you selected.



- Now your page has a background color, but you probably want to add graphics to it, too. AOLpress comes with a library of clip art you can use in your pages. (Or you can use graphics you create with any other software.) To see the clip art library, choose the **Help→Online Resources** menu item.
- Scroll down and click on the link to the “Clip Art Library”.
- Scroll down until you see the part of the table that lists the types of rules in the clip art collect. Click on the link to see the “Full Collection” of horizontal rules.
- Find your favorite rule and drag your mouse across it to highlight it. Then press Ctrl+C to copy the rule.
- Move back to the window for your page. (It should be under the clip art window.)
- Place the cursor in your page and press Ctrl+V to paste the rule you selected. You can copy and paste graphics from any Web page to your page.

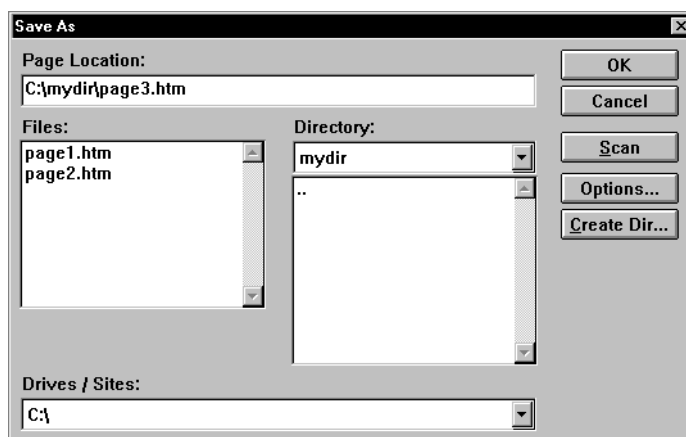


Save to Your Local Drive

As you create Web pages, you should save copies of them to your local disk drive as described in this section. In fact, you can use AOLpress to create and save Web pages even when your modem is not connected. Then, when you connect to the Web, you can publish your pages as described in the next section.

→ To save your home page to your local disk:

- 1 Choose **File**→**Save As**. A file selection dialog appears. (For details on selecting files on various platforms, see page 38.)



- 2 Select your local drive in the field labeled **Drives / Sites** (**Sites** on a Macintosh).
- 3 In the **Directory** list (Windows) or the list of folders and files (Macintosh), double-click on the directory or folder where you want to save your page.
- 4 Move the cursor to the **Page Location** field (the unlabeled field below the **Sites** field on a Macintosh) and add `index.html` to the end of the page location. For example, the **Page Location** on your local disk could be `c:\mydir\index.htm` on Windows and `BigDrive:Web Pages:index.htm` on a Macintosh. (Colons separate layers of drive, folder, and file names on a Macintosh.)

(Use a file name of `index.htm` for your “home page” —the first page you want people to see when they visit your pages. If people don’t specify a file name when they visit your pages, the PrimeHost hosting service gives them the `index.htm` file automatically.)
- 5 Click **OK** when you have finished setting the location.

See page 153 for ways to customize how AOLpress saves images and modifies links when you save a page.

Publish to the PrimeHost hosting service

Publishing on the Internet with AOLpress is as easy as saving a file on your computer as you did in the previous section — the steps are the same, except you save to the PrimeHost hosting service instead of to your local disk drive and you are asked to enter your username and password.

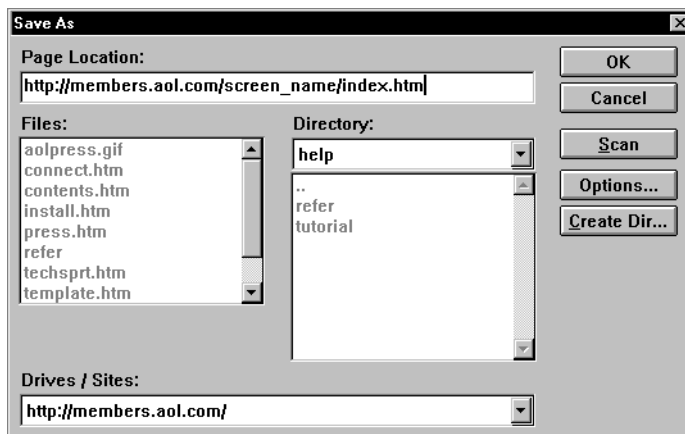
If you don't have a PrimeHost hosting service account, follow the instructions at <http://www.primehost.com/> (or on America Online at keyword: primehost) to open an account. Once you have an account, you can publish pages as follows.

(See page 161 for more details on publishing pages.)

→ To publish your personal home page to the PrimeHost hosting service:

Make sure you are connected to the PrimeHost hosting service before you try to publish a page. If you do not yet have an Internet connection or a PrimeHost hosting service account, you should skip the rest of this section.

- 1 Choose the **File→Save As** menu item. The file selection dialog you saw when you saved the file locally appears. (For details on using such dialogs, see page 38.)



- 2 Click on the arrow to the right of the field labeled **Drives / Sites**.
- 3 If you are a member of AOL, type `http://members.aol.com/screen_name/` in the **Page Location** field. For example, if your screen_name is "snoopy", type `http://members.aol.com/snoopy/`

If you have Domain, Commercial, or Dedicated service, type the Web address for your domain. For example, type `http://www.mycompany.com/`.

- 4 Move the cursor to the **Page Location** field and add a file name of `index.html` to the end of the location. (The `index.htm` file should be your “home page” —the first page you want people to see when they visit your pages. If people don’t specify a file name when they visit your pages, the AOLserver gives them the `index.htm` file automatically.)
- 5 Click **OK** to save your page. The first time you save to your PrimeHost hosting service location in each session, you will see this authentication dialog:



Type your netname and password if AOLpress prompts you for them. AOLpress will save the page and all the image files (lines, bullets, photos) associated with it. Saving the file across the network may take a few seconds.

- If a page with the file name you typed already exists, a dialog will ask you whether to save the file, don’t save, or rename the page.
- If any of your images already exist in this directory, AOLpress asks you if you want to save it, don’t save it, rename it, or cancel. There is no need to re-save image files now, though you can if you wish. AOLpress will ask what you want to do for each pre-existing file.

Now your page is on the Web! Your friends with Web browsers can see it if they look at the address where you saved the page (for example, `http://members.aol.com/screen_name/`). Don’t forget to add your page to your own Hot List, so you can get to it easily.

If you want to change your page in the future, just display your page with AOLpress. Make your changes with AOLpress, then choose **File→Save** to publish your changes. See page 153 for ways to customize how AOLpress saves images and modifies links when you save a page.

The AOLpress Workspace

3

In This Chapter . . .

About AOLpress	29
The AOLpress Environment	31
Operations	36

The AOLpress user interface lets you work with Page windows and MiniWeb windows, choose commands, drag-and-drop, work with local or remote pages, and more. This chapter will give you an overview of the software, which will help you use it efficiently. This chapter also presents an overview of how to find your way around the online help system.

About AOLpress

Browse and Author

There is an important difference between AOLpress and other Web browsers. AOLpress is an editor *and* a browser. The editing and formatting features are not available in other Web browsers.

Because we integrate authoring and browsing, you can integrate reading and editing. If you are browsing (reading) a page on your PrimeHost hosting service directory or any AOLserver where you have permission to change pages, you can correct an error that you see and republish the page.

You can copy material from pages you are browsing—text, images, hyperlinks, full URLs—and paste them into a page that you are authoring.

AOLpress and the PrimeHost hosting service give you an integrated publishing solution for the World Wide Web. As a subscriber to the PrimeHost hosting service, you can publish your pages on the AOLserver that the service provides.

Pages and MiniWebs

AOLpress uses two kinds of windows: *Page* windows and *MiniWeb* windows. You use Page windows to browse and author individual Web pages, and you use MiniWeb windows to work on a collections of related pages. When AOLpress starts, by default, you see a Page window. Page windows and MiniWeb windows have different menus and commands. However, basic principles about the interface, such as *drag-and-drop* and *copy and paste*, work the same in both windows.

You can open many Page windows and MiniWeb windows. The number is limited by the amount of memory on your machine. Each page window has its own history.

See page 31 for more about the window and menus you see when AOLpress starts up. It explains major elements on the screen and explains how to distinguish between the two kinds of windows used in AOLpress—the Page window and MiniWeb window.

Your Files and the PrimeHost hosting service

AOLpress lets you create Web pages whether or not you are not connected to the PrimeHost hosting service. You can save and test a set of pages as files on your own hard drive. When you are ready for the rest of the world to see your pages, just connect to the Internet and save the files in your publishing space as shown in the previous chapter.

Publishing Pages to Other Servers

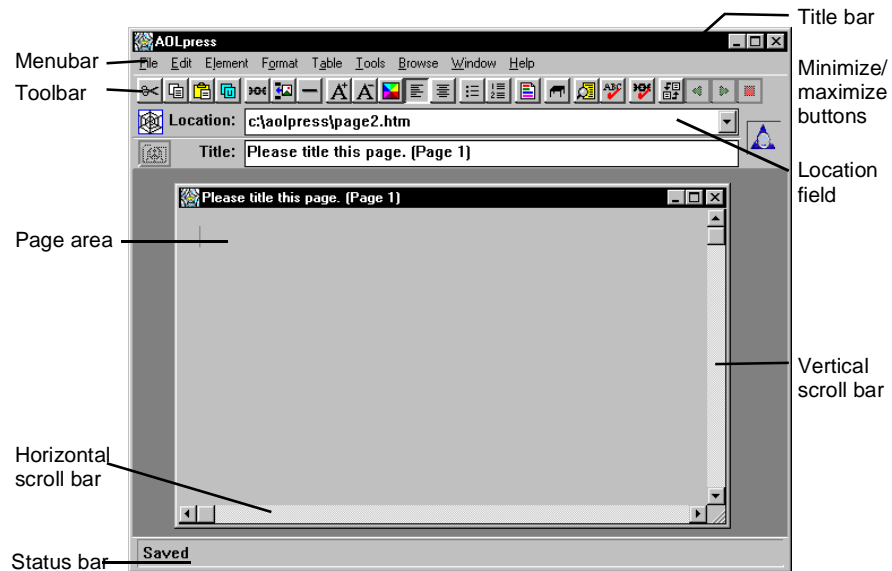
AOLpress can be used without the PrimeHost hosting service or an AOLserver to browse the Web and to develop Web pages. However, you see the full power of AOLpress and the PrimeHost hosting service when you use them both together.

If you want to publish to a Web server other than the PrimeHost hosting service or an AOLserver, you can only save them directly if the Web server supports the HTTP (HyperText Transfer Protocol) PUT protocol. (Several other servers also support the PUT protocol, but disable it by default.) Otherwise, you will need to use ftp or some other file transfer method to move your files to the server.

The AOLpress Environment

The Windows

This figure shows the major parts of the AOLpress screen. The following sections discuss these parts, the Page window, and the MiniWeb window.



You can resize Page and MiniWeb windows by dragging with the cursor. Click the mouse on the window border or corner and drag to the desired size and shape.

Title Bar

The **Title Bar** is at the top of the window. It contains the title of the Page or MiniWeb. The Title Bar lets you find the window you want when you have more than one window open.

Menu Bar

Beneath the Title Bar on Windows, above it a Macintosh, is the **Menu Bar**. The menus in it give you access to the tools the application provides. If you click on any entry (menu item) in the Menu Bar, you see a pull-down menu with several choices.

The available choices are shown in bold. Some choices are in faint type; they are unavailable for this particular page or MiniWeb. To activate a choice, move the cursor to it and click the mouse button.

In a Page window, the menus are **File**, **Edit**, **Element**, **Format**, **Table**, **Tools**, **Browse**, and **Help**. In MS Windows, there is also a **Window** menu. In a MiniWeb window, the menus are **File**, **Edit**, **View**, **Tools**, **Browse**, and **Help**. In MS Windows, there is also a **Window** menu.

Edit	
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Select All	Ctrl+A
Copy URL of Page	Shift+Ctrl+C
Paste URL	Shift+Ctrl+V
Find / Replace...	Shift+Ctrl+F
Find Next	Ctrl+G

Toolbar

Below the Menu Bar is the **Toolbar**. It has icons (pictures) that correspond to common commands that you use frequently. The same commands are also available through the Menu Bar, but you can get to them more quickly through the toolbar. The toolbar changes when you move from a Page window to a MiniWeb window.



You can see what each icon in the toolbar does by placing the mouse cursor over an icon for a second. You can turn on and off these “tool tips” by choosing the **Help→Show Tool Tips** menu item.

To activate a command, move the cursor to the icon and click the mouse.

See page 180 for information on customizing the toolbar.

Location Field

Below the toolbar is the **Location** field. It contains the URL (Uniform Resource Locator) of the page. You can view another page by typing its URL in this field.

Title Field

Below the **Location** field is the **Title** field. It contains the title of the page you are viewing. It shows the same text as the window’s Title Bar. You can use the **Title** field to change the text in the Title Bar. Just type a new title in the field and press Return.

Home Page Field

When a MiniWeb window is active, you see a **Home Page** field instead of the **Location** and **Title** fields. It contains the title of the home page in the MiniWeb you are viewing. You can select a different home page in this field with the arrow to the right.

Scroll Bars

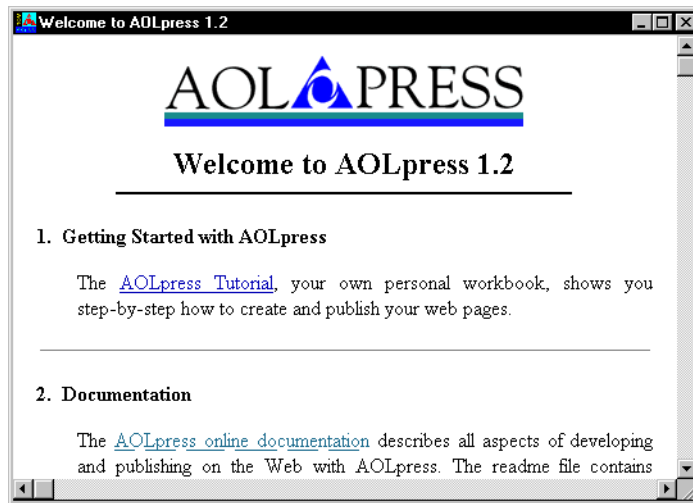
On the bottom and right side of the windows are **Scroll Bars**. Use them to move to parts of the page or MiniWeb not currently visible. You can click on the upward-pointing or downward-pointing arrows in the Scroll Bar on the right, to control upward or downward scrolling. Similarly, use the Scroll Bar on the bottom to control scrolling right or left. You can also move the “thumb” within the Scroll Bar to the approximate relative place in the page or MiniWeb.

Status Bar

At the bottom of the AOLpress window is a **Status Bar**. As you work, messages appear there so the application can let you know what it is doing. For example, if you click on a hyperlink to cause a page to be transferred over the network, the Status Bar will continually update information about the transfer. If the mouse cursor is over a toolbar icon, the Status Bar shows the icon’s function.

Page Window

When you start AOLpress, you see a Page window.

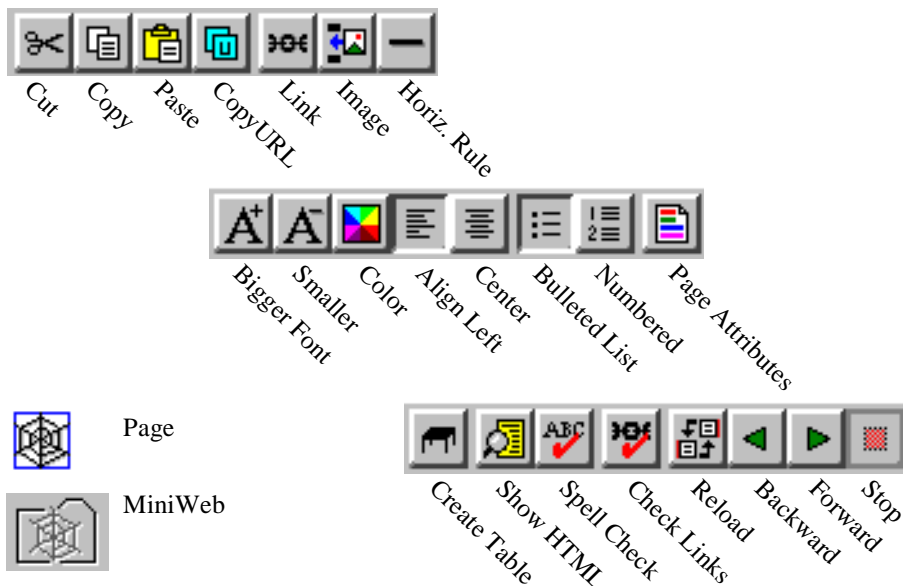


AOLpress works on Windows and Macintosh systems. The interface takes on visual characteristics that are native to the platform the application is running on. Depending on your system, the startup screen may look a little different than the example, but the elements are the same and they work in the same way.

You can make AOLpress start up by opening any page, a blank page, no page, or both a new MiniWeb and Page window. See page 172 to set the startup window.

Page Window Toolbar

The Toolbar gives you quick access to frequently used commands such as **Cut**, **Copy**, **Paste**, and **Copy URL**. There is also a **MiniWeb** icon and a **Page** icon. See page 180 for information about customizing the toolbar.



Page Window Menus

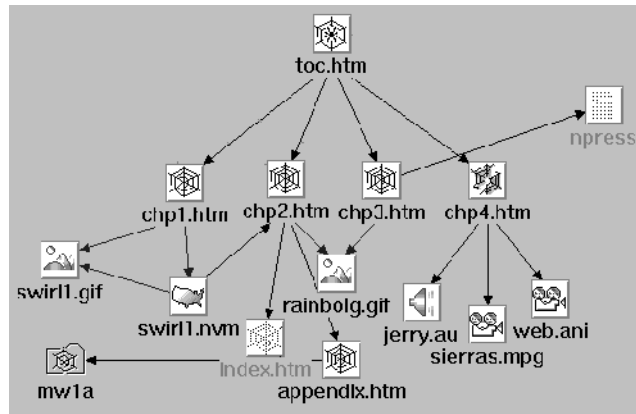
Click on any menu to see the choices it offers. The **File** menu operates on Pages either locally or remotely over the Web. **Edit**, **Element**, **Format**, and **Table** are all used to author pages. The **Tools** menu has special utilities and functions, including some to access an AOLserver. **Browse** has viewing capabilities. **Window** (Windows only) lets you rearrange multiple AOLpress pages on your screen. **Help** provides access to documentation, search tools, and examples.

(See page 181 in Appendix A for a brief list and description of all the menu items you see when you are using a Page window.)

MiniWeb Window

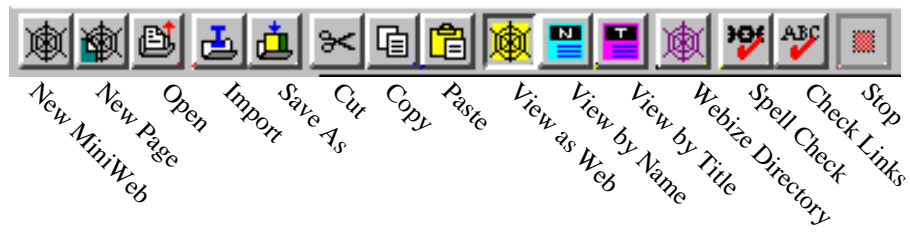
The *MiniWeb* is like a “File Manager” for your Web pages. It helps you organize and manage the files that make up your Web site. It gives you with a graphical view of the collection of files showing all the pages and any other files (such as images and sounds) and the connections between them. One page is designated as the home page (it is displayed with a special icon—a spider at home in its web). If a page links to another page outside your directory, those pages are also shown.

A MiniWeb uses icons to represent files (pages) and arrows to represent the links between them. Icons can be dragged and dropped into other MiniWeb windows and into Page windows. Arrows between icons represent links between the files. MiniWebs are color coded to show the status and relationships of the files in the MiniWeb:



MiniWeb Window Toolbar

The toolbar gives you quick access to frequently used commands such as **Open**, **Import**, and **Save As**.



MiniWeb Window Menus

The **File** menu operates on either Pages or MiniWebs—opening, saving, closing—either locally or remotely over the net. Click on any entry to access tools associated with the application. The **Edit** menu is used to copy URLs from or to the MiniWeb. The **View** menu controls the viewing scale and redraws the MiniWeb. The **Tools** menu has utilities or functions to access special services on the AOLserver. **Browse** examines the history and the Hot List. **Help** provides access to documentation, search tools, and examples.

See the following sections for descriptions of the menus in MiniWeb windows.

(See page 189 in Appendix A for a brief list and description of all the menu items you see when you are using a MiniWeb window.)

Dialog Boxes

Selecting a pull-down menu item that has three dots at the end (for example, **File→Open...**) will open a dialog box where you type text or click buttons. Some dialogs require you to close the dialog (perhaps with the **Cancel** button) before you can continue other operations in AOLpress. Your machine will beep if you need to close a dialog before moving to a different window.

Operations

Online Help

AOLpress provides several ways you can find answers to your questions—you can click the **Help** button in various dialogs, or you can use the **Help** menu.

→ Get online help in a dialog:

- While in a dialog box, click the **Help** button, or press Help or F1 on your keyboard, to get specific help on that dialog.

→ To learn the basics of using AOLpress:

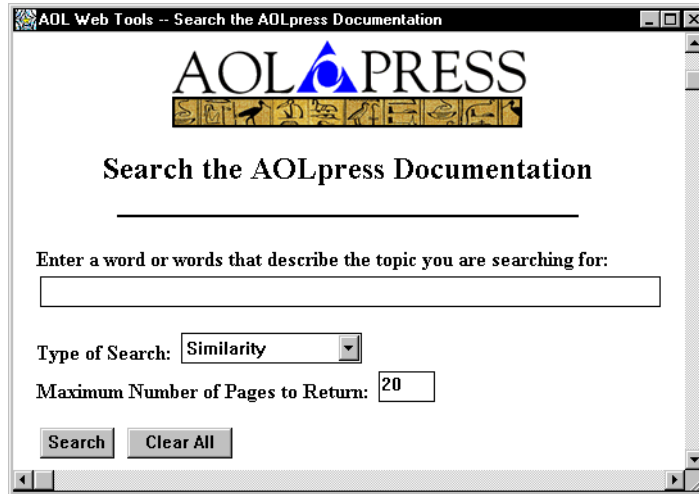
- 1 Choose the **Help→Tutorial** menu item. You can go through this tutorial to learn how to use AOLpress.

→ Search the Help table of contents:

- Choose the **Help→Contents** menu item. You will see a page that contains and describes links to various help files. For example, you can click on the link to the online User Guide to search the online version of this book.

→ **Search for Help by looking up a word:**

- 1 Choose the **Help→Search For Help On** menu item. You will see a page with links to the AOLpress online documentation.
- 2 Click the AOLpress documentation link. If you are not connected to the PrimeHost hosting service, the dialer appears. Once you are connected, you see this page.



- 3 Type a word or words in the field, and click the **Search** button. You will see a list of sections that contain those words. You can click on a link to move to that section.

→ **Look at the list of Frequently Asked Questions:**

- Choose the menu **Help→FAQ**.

This is a common Internet term, usually abbreviated FAQ and pronounced “fack”.

→ **Get contact information for help with technical questions:**

- Choose the menu **Help→Tech Support**.

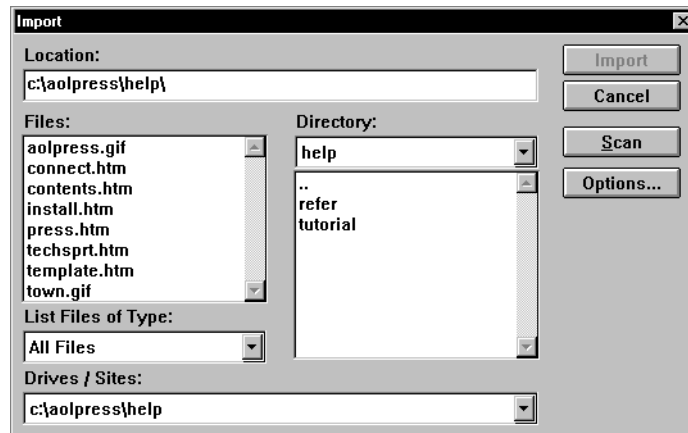
File Selection and Network Operations

Several commands in the **File** menu open dialogs that let you select a file. In addition, the **Browse** buttons in various dialogs open similar dialogs. These dialogs let you manipulate files on both your local disks and on your PrimeHost hosting service directory. When you save or open a file, you may be prompted for a user name and password if the file or location is protected.

See page 25 to learn how to save pages to your local disks and to the Web.

MS Windows

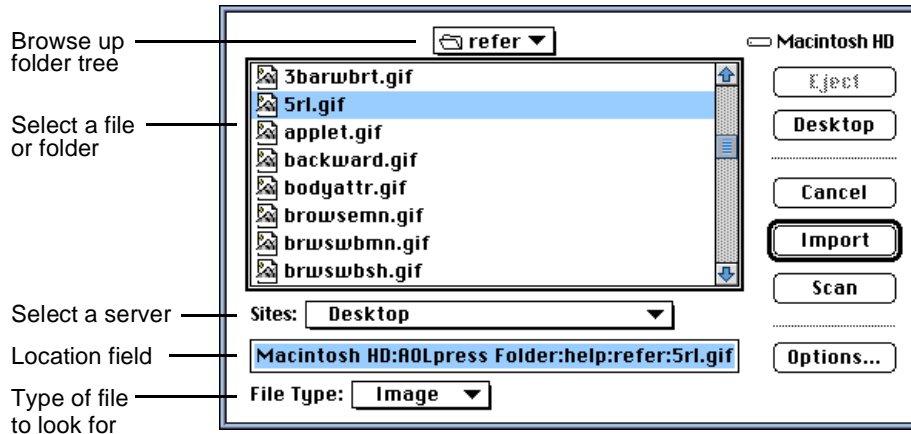
The file selection dialogs under Microsoft Windows are much like file selection dialogs in other Windows software.



- In addition to selecting local disk drives (such as C:\), the **Drives / Sites** field lets you select directories you've published to, such as your PrimeHost hosting service directory or your AOL personal publishing directory (http://members.aol.com/screen_name). See page 179 to learn how to add more directories to this list.
- The **Location** field uses Windows file paths, such as `c:\mydir\index.htm` for local files. For files on a server, the **Location** field uses URLs, such as `http://members.aol.com/screen_name/myfile.htm`. For pages, use a file extension of `.htm` (for example, `mypage.htm`). For MiniWebs, use no file extension.
- MiniWebs are stored both as directories and files, so they show up in both lists. Double-click on a MiniWeb in the **Directory** list to see a list of the files in the MiniWeb. Double-click on a MiniWeb in the **Files** list to perform the dialog's action on the MiniWeb.

Macintosh

File selection dialogs on a Macintosh contain several additional fields.



- You can type the full location of the file or a URL directly into the **Location** field (the unlabeled field below the **Sites** field). Disks, folders, and files are separated by colons (:) in this field. For example, BigDrive:Web Pages:Club:index.htm is a file in the Club folder of the Web Pages folder on a drive called “BigDrive”.
- In addition to local disks, the **Sites** field lets you select Web locations you’ve published to, such as your PrimeHost hosting service directory or your AOL personal publishing directory (http://members.aol.com/screen_name). See page 179 to learn how to add AOLservers, MiniWebs, and folders to this list.
- After you use the **Sites** field and the scrolling list of files and folders to find a directory, you can type a file name at the end of the text in the **Location** field (below the **Sites** field). To make your pages portable to all other platforms, it is best to use file names with 8 characters and no spaces. For pages, use a file extension of .htm (for example, my_page.htm). For MiniWebs, use no file extension.
- The **Desktop** button moves you to the files and folders on the Macintosh desktop.

Choose Commands

AOLpress gives you several options for choosing commands to execute. You can use the toolbar icons, the pull-down menus, or command keystrokes. These options give you speed when you know the command you want and a complete view of the commands when you need it.

Undo Commands

The first items in the **Edit** pull-down menu are **Undo** and **Redo**. Each **Undo** command backtracks another step through the changes you have made. **Redo** reverses the last **Undo**.

Names for Pages and Directories

URLs

You can name page URLs, MiniWeb URLs, and directory URLs anything you want, but you will find your Web pages easier to manage if you give them distinctive names. Page URLs should end with *.htm*. Directories should not have a suffix.

Conventions Between Platforms

When you save files with AOLpress on Windows systems, you can use filenames with up to 8 characters plus a 3-character suffix after a period. When you save files on a Macintosh or the PrimeHost hosting service, you can use longer file names. In general, to make files portable to any type of computer, it's best to use the "8.3" filenames required on Windows.

You should use *.htm* as a suffix for HTML files on Windows, not *.html*.

A Few Basics About the World Wide Web

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Hypertext Markup Language (HTML)	41
Structure and Layout of HTML Documents	42
Uniform Resource Locators (URLs)	43

This book covers many details about the Web: how to author pages, manage and arrange them, publish them to a server, and use forms. In this chapter we cover a few basic concepts that appear in several places in the rest of the text.

Hypertext Markup Language (HTML)

The Hypertext Markup Language (HTML) is the standard language that Web pages use to specify the links and structure of a document. The Web itself is independent of the data transferred, but all current browsers can render HTML into a readable page on your screen.

Detailed information about the HTML standard is available on the Web at <http://www.w3.org/hypertext/WWW/MarkUp/MarkUp.html> (or simply follow the hyperlink to [HTML](http://www.w3.org/) at <http://www.w3.org/>).

In this book we cover only a few of the details, because AOLpress makes most of them transparent to you. You edit with AOLpress much as you would with a traditional word processor.

There are some limitations because of HTML's inability to support some common attributes of publications (like nicely formatted equations), but there are compensating benefits, mainly the ability to create a link to anywhere in the world. After you have created a page, AOLpress helps you package and save it onto a friendly server near you, and anyone with access to any Web browser can access it.

Structure and Layout of HTML Documents

There is an important difference between Web pages and the documents you create with a typical word processor. With a word processor you assign appearances to elements that make up your document. For example, a document contains various levels of headings, paragraphs, bulleted lists, numbered lists, page headings, and page numbers. When we wrote this document, for example, we specified that Level 1 headings like the one above are shown in numbered, in 20-point bold Helvetica.

When you create a Web page, you cannot do this. You specify only the structure of the page—six levels of headings, three types of paragraphs, three kinds of lists, a few fonts. In short, the *reader* controls the appearance of the page, not the author or publisher.

Markup Tags

HTML contains several categories of “tags” you use to structure pages. The minimum set of tags you need to create a page are *Titles*, *Headings*, and *Paragraphs*. This section just gives you an overview of the types of formatting HTML allows; AOLpress handles the syntax of the tags for you.

Titles

Every HTML page should have a title. A title is generally displayed above the page and is used to identify it in other contexts (for example, the title appears in the Hot List). Choose about half a dozen words that describe the document’s purpose.

Headings

HTML has six levels of headings, numbered 1 through 6, with 1 being the most prominent. Headings are displayed in larger and/or bolder fonts than normal body text.

Paragraphs

Most of the text in Web pages is in paragraphs. Browsers handle the lengths of the lines. If you change the size of a window, the lines on the pages rewrap correctly.

Additional Markup Tags

Your document can also have various kinds of lists (unnumbered, numbered, term-definition pairs) that you can nest. You can also include quotes, addresses, and text that is “preformatted” so that the spacing and line breaks will not change.

Character Formatting

HTML allows formatting of specific words or characters. You can designate words to be emphasized, underlined, italicized, and more.

Links to Other Documents

HTML’s distinctive feature is the [*hyperlink*](#), which is a link to other documents. These appear in a distinctive font, and clicking on one will fetch the page it references.

Links can be relative to the current page or absolute. You can have links to other locations in the same page and links to specific places in other documents.

Images, Graphics, and Other Special Features

HTML includes mechanisms for transmitting “in-line” images, that is, images included on the page, and “external” images, which you click on a link to display.

Documents can also include graphics, animation, sound, and other special files by associating an external program that can display or play them.

Uniform Resource Locators (URLs)

The cryptic strings of characters (like `http://www.mycompany.com/`) you keep seeing in advertisements are addresses on the Web. These addresses are called Uniform Resource Locators or “URLs.” You can pronounce this as “you-are-els” or “earls.” Browsers use these addresses to find Web pages and other files on the Internet.

You can think of a URL as being a little like a file location on your disk drive. However, the URL also tells the location of the file on the Web and how to read the file.

Anatomy of a URL

URLs contain three types of information. (Well, if you start writing programs for the Web, they can contain more than that. But, we won't get into that now.)

`http://www.mydomain.com/directory/index.htm`

- **Access method:** Most URLs you see have an *access method* of `http`, which stands for HyperText Transfer Protocol. This is the standard protocol used to send Web pages across the Internet. (That's really all you need to know about it unless you want to write programs for the Web.) If you see a Web address starting with something like `www.mycompany.com`, you need to put `http://` before that address to read that page with AOLpress.

Other common access methods are: `file`, `ftp`, and `mailto`. Other access methods—such as `gopher`, `news`, and `wais`—need a proxy server, which you can set in the **Tools**→**Preferences**→**Network** dialog. See page 174 for details. Read the <http://www.ncsa.uiuc.edu/demoweb/url-primer.html> page if you want to learn more about URLs for other access methods.

- **Computer location:** The next part of the URL tells which computer holds the file. The location is usually `www.` plus the “domain” name you see in email addresses from this location (such as `aol.com` or `gnn.com`). Some URLs contains a different prefix or no prefix before the domain name. You may occasionally see a number after the domain name. This is called a “port number.”
- **File location:** The last part of the URL tells where to find the file on the computer. The file location can contain a directory path and/or a file name. If you omit the directory, the top-level directory on the Web server is used. If you omit the file name, the default “home page” file name on the Web server is used. On most Web servers, the default home page is `index.htm` or `index.html`. For example:

Location in URL	Directory	File
<code>.../subdir/file.htm</code>	Use the “subdir” directory below top-level directory.	Use the “file.htm” file.
<code>.../file.htm</code>	Use the top-level directory.	Use the “file.htm” file.
<code>.../subdir/</code>	Use the “subdir” directory below top-level directory.	Use the default home page name for this Web server.
<code>.../</code>	Use the top-level directory.	Use the default home page name for this Web server.

Part 2: Create and Publish Web Pages

AOLpress and the PrimeHost hosting service form an integrated client-server network publishing system for creating content, managing information, and developing applications on the World Wide Web.

The integration of browsing and authoring lets you create, read, and edit both local and remote Web pages. With the MiniWeb you can visualize and organize a collection of pages into a document, and a forms interface lets you design forms for the user to input information.

Chapter 6 covers browsing in detail. **Chapter 3** in Part 1 gave you a brief introduction.

Read **Chapter 7** to see how easily you can use AOLpress to create interesting Web pages.

Chapter 8 describes the *MiniWeb*, which helps you organize and manage collections of pages.

Chapter 9 covers saving pages and publishing Web pages to the Web.

Read **Chapter 10** to learn how to customize AOLpress by changing your Preferences.

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This chapter explains how to use AOLpress to navigate and read information on the World Wide Web. While AOLpress is primarily a tool for creating HTML and publishing to the PrimeHost hosting service or to an AOLserver, it is also a browser. Familiarity with AOLpress and its differences from other Web browsers is also important when you create pages.

Things to Know About Browsing

You use a Page window for browsing with AOLpress. This is also the window you use to create Web pages.

Different Ways to Navigate

As the following figures show, there are several ways to find and display the page of a URL in AOLpress.

Open URLs:



Follow hyperlinks:

NaviSoft creates powerful, yet easy to use, *network publishing tools*. These tools form an integrated client-server network publishing system for creating content, managing information, and developing applications on the *World-Wide Web*. Our software is intended for companies and enterprising individuals

Use the Tool Bar:



Use the Menu Bar:

Browse	
Backward	Ctrl+B
Forward	Ctrl+F
Stop	Shift+Ctrl+S
Reload Page	Shift+Ctrl+R
Load Images	
Global History...	
Hot List...	
Add To Hot List	

→ Open a URL with AOLpress:



- You can follow a *link* in an open page to a new page (a new URL).
- If you know the URL, you can type it directly after choosing **File→Open**.
- If you closed a window containing the page you now want to open (during this session or a previous session), check the **File→Open Recent** list.
- Each AOLpress Page Window keeps a history of the current session. Using the **Back** and **Forward** buttons at the top of the window, you can traverse to any page in the list of pages that AOLpress has displayed in this Page Window in this session. You can also scroll through the list of available pages.
- The AOLpress Hot List keeps track of addresses that you have placed there. You can use the Hot List to “remember” names of interesting Web pages, and consult your Hot List when you want to return to a URL you previously found.
- AOLpress keeps a Global History of the current session. You can jump back to any page in the list of pages that AOLpress has displayed in any Page Window.
- There are many Web pages that provide information services for the World Wide Web. You can use these to search for information.

Directory Services—Finding Things on the Web

Normally you find information on the Web by following links. While this mechanism often leads you to unexpected treasures, it is not efficient. The Web has a great navigation architecture, but it lacks an information architecture. The normal method of browsing is somewhat like using a library whose main search mechanism is to pick up a book and then follow references from book to book. Moreover, the books' titles relate only vaguely to their content. Without indexing services and ways to search for information, Web pages are strewn throughout file systems all over the world with no relationship to each other except through URLs.

Fortunately several institutions or companies have filled this void by creating Web pages whose main purpose is to catalog and provide search mechanisms to find other pages on the Web. Because they were created independently, their search mechanisms are different, so we do not describe them here. Some of the more popular sites are:

- Global Network Navigator and the Whole Internet Catalog. This site gives you news, articles, and an online community called “Netizens”—<http://gnn.com/>
- WebCrawler, a keyword searcher of Web pages—<http://webcrawler.com/>
- Yahoo, a catalog and search engine—<http://www.yahoo.com/>
- Infoseek, a full-text commercial search service—<http://www.infoseek.com/>
- Lycos, an Internet catalog served by Carnegie-Mellon University—<http://lycos.cs.cmu.edu/>

Surf the Web

Quick Start

Here is a quick summary of commands you can use while browsing the Web:

Get Pages

When you know the URL	Location field at top of page, or File→Open menu, Location field
Hyperlinks	Single-click on the hyperlink (double-click to get the page in a new window)
Window history	Click drop-down arrow of Location field in page window.
Global history	Browse→Global History . Click Fetch button



Hot List	Browse→Hot List
<i>Viewing</i>	
Back	Back button at top of page
Forward	Forward button at top of page
No images	Tools→Preferences→General
Stop loading	Stop button
Reload	Browse→Reload Page or press Browse button in Tool Bar
Load or reload images	Browse→Load Images
<i>Hot List</i>	
Add URL to Hot List	Browse→Add To Hot List
Edit Hot List	Browse→Hot List

Open Pages

The File Menu and the Location Field

To use the Page Window as a browser when you know the URL, type the URL in the **Location** field in your Page window.


Position your cursor in the field and edit the current URL. You can Backspace to get rid of the current URL and type in a new one, or you can move the cursor and edit specific parts of the current URL.


For example, to look at the Global Network Navigator home page, type `http://gnn.com/` and then press the Return key.


What You See When the Page Opens


A small web animation appears in the top right corner of the AOLpress Page window. This animation indicates that AOLpress is searching for and loading the page. The status bar at the bottom of the window shows what AOLpress is doing. The page you requested is shown when it has been loaded.

Notice several changes while the page is loading.

- The stop button in the toolbar becomes “active” and is no longer fuzzy. If you want to stop the current function—for example, loading a new Web page—click this button. To resume loading after you have stopped it, use **Browse→Reload Page**. This transfers the page and images again. To load only the images, use **Browse→Load Images**. 
- The status bar at the bottom of the window shows a message about the current state of the current action, or, if your cursor is pointing to a toolbar icon, the status bar displays the button’s function.

You may see hour glasses appear in the page, soon to be replaced by images. The hour glass appears while an image is being loaded, and is replaced by the image when it is ready to be displayed. If your system and network connection are fast enough, images may load before you see the hour glass. 

If you have set your preferences so that pictures are not loaded (see page 170), an hour glass icon or question mark icon appears and the image does not appear automatically. This is a useful option if your modem is not very fast. You can click the mouse on the icon to cause the image to appear. 

A lightning bolt appears if the image cannot be loaded. This usually occurs because a link is incorrect. 

Scrolling

Most Web pages are longer than a screen. You can use the Scroll Bars on the right and bottom sides of the windows to scroll up and down or left and right.


Follow Hyperlinks

Once you open a Web page, you see words that are italicized and underlined, [like this](#). These are *hyperlinks* that refer to other URLs. Clicking a hyperlink causes that new URL to be displayed, in the same Page window if you single-click, or in a new Page window if you double-click.

Multiple Windows, Multiple Pages

One of the more useful features of AOLpress is the ability to open multiple Page Windows and browse in all of them. The number of windows you can open is limited by the amount of memory (RAM) your computer lets AOLpress use. You will see a message if you do not have enough memory to open another window.

Clone a Page

Double-click on Page icon to the left of the Location field to open another window showing the same page. 

Unsuccessful Openings

Sometimes the URLs or pages you request do not open successfully. When AOLpress cannot open a page, the server usually gives a helpful message. Some of the reasons for the lack of success are beyond your control.

A common cause of problems is that the link you tried to follow was incorrect. Sometimes a URL connected to link has moved, yet the link is still there. You can sometimes figure out bad links. Look for the following possibilities if you typed the URL correctly:

- Some URLs require the trailing slash be at the end of a directory.
- Sometimes the file name requires the .html file ending and the author forgot to use it. Try *.htm* as well.

Other messages you might see are:

Retrieve Failed	Usually the result of a server error, which may be out of your control. Browse→Reload Page may produce the correct result.
Couldn't Find Server	AOLpress couldn't find the URL that contains the page. Either the URL is wrong or the server that contains the page is down.
Not Found	The filename is wrong, even though the server may be correct. Sometimes this occurs because a link points to a file that no longer exists.
Couldn't find File / Page/MiniWeb	The file is not available. Sometimes this is because there are too many people trying to access the server that contains the page you want to see.
"Forbidden"	You do not have permission to access a particular page.

Moving Around the Web

Sequential Browsing—Follow Links

➔ To jump to a hyperlinked page:

To jump to a page that is "hyperlinked" to text in the current page (blue color, italics, underlined) click the mouse on the appropriate text.

- Single-clicking replaces the page in the current Page Window with the new Web page.
- Double-clicking creates a new Page Window showing the new Web page.

Backward and Forward

After you follow a hyperlink you notice that the **Back** button is no longer fuzzy.

→ Backward:

- Click this button to take you back a page. The backward function is also available in the **Browse** menu: **Browse→Backward**.



Once back in the home page, you should notice that the **Forward** button is no longer fuzzy.

→ Forward:

- This button takes you to a Web page you have just come back from.



With these two buttons you can traverse all the Web pages you have visited in this Page Window. The forward function is also available in the **Browse** menu: **Browse→Forward**.

Notice also that the underline for the hyperlink you followed is purple instead of blue, and the underline is now dashed. Purple text means that the page that this link points to is cached (stored in local memory). Hence it is much faster to use that link again, because AOLpress no longer has to download the page across the Internet. The network link to the URL is not kept open after the page is transferred.

Reloading Pages and Images

When you load a page it is *cached* (that is, it is stored in your computer's memory). If you open the same page again, it does not have to be transferred over the network again.



However, sometimes you want to reload the current page. (For example, maybe the page provides frequently updated weather photos or stock prices.) To do this, you can use the **Reload** button or the **Browse→Reload Page** menu item. This causes the page and all the images it contains to be transferred over the network again, even if the page is locally cached. When you reload the page, AOLpress shows any changes to the page since you last visited it.

If you are also editing pages with AOLpress (in addition to browsing), you should save any changes to your pages before you reload. If you attempt to reload a page that you have edited, you will see a dialog that asks whether you want to save your changes or reload and lose changes.



If you want to reload only the images in the page, you can use the **Browse→Load Images** menu item. For example, you may have clicked the **Stop** button while images were loading. Or, you may have unchecked the "Load Remote Images" field in the **Tools→Preferences→General** dialog to make pages load faster.

Stop

If you want to stop the current function, for example, loading a new Web page or image, press this button. The status bar at the bottom of the Page Window says “aborted http://...” To resume loading after you have stopped it, use **Browse→Reload Page**. This causes the page and images to be transferred again.



View Locations Within a Page

Some pages have links to *internal* anchors, which look like hyperlinks that have been already been used. They simply point to a location within the same page. You can read a page by just scrolling upward and downward, but these anchors let you move to specific sections. Click on the link to jump to the anchor it points to.

History—Remember Where You’ve Been

You can reopen pages you have viewed during this session using AOLpress’ history.

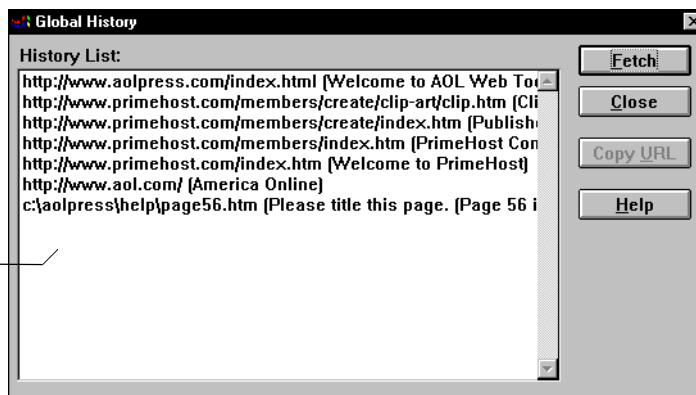
Window History

Click the down arrow to the right of the **Location** field to see a list of all Web pages you have visited during this session in that Page Window. You can re-open any page in this list by selecting it. This menu only lists pages opened from *this* window; it does not list pages visited from other windows you may have opened.

Global History

A similar list of all Web pages viewed by *any* Page Window during this session is available if you choose the **Browse→Global History** menu item. A list of Web pages appears. If the list is too long to fit in the small window, use the scrolling arrows on the right side of the window.

Chronological
list of all pages
visited in the
current session



To view a page from this history, double-click on it to select it from the list, then click the **Fetch** button.

You can open a Global History or Hot List item without opening a new page by using the **Copy URL** button to copy the URL of an item to the clipboard. Then, in a Page Window, paste the URL into the **Location** field.

Closing the AOLpress application automatically clears your global history. Each launch of AOLpress begins a new global history.

Hot List—Keep Track of Interesting Web Pages

AOLpress also allows you to keep a *Hot List* from session to session. This is a list of Web sites (URLs) that you think you might visit frequently, or that you want to remember and access easily. Unlike the history list, the Hot List is maintained after you finish your session and exit AOLpress.

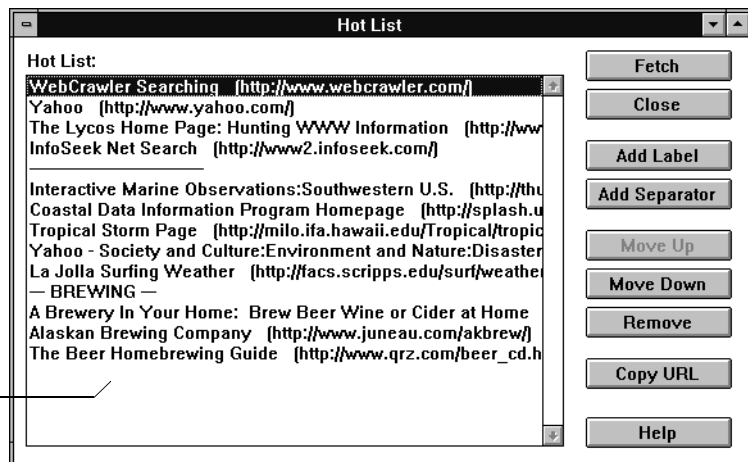
This list is stored in your AOLpress preference file, which AOLpress creates internally when you use the **Preferences** option under the **Tools** menu. Deleting this file erases your list.

Adding or Opening a Page

→ To add or open a page:

- 1 Go to that page in the Page Window (enter the URL in the **Location** field, or if you have visited it already choose it either from the **Browse→Global History** menu or by scrolling the arrow to the right of the **Location** field).
- 2 Choose the menu item **Browse→Add To Hot List** to add the page to the list. To see the list, choose the menu item **Browse→Hot List**.

Collection of
commonly
visited Web
locations



- 3 Double-clicking on any entry in the Hot List brings up that page in the Page Window, or you can single-click on any entry to select it, then click the **Fetch** button. If no entry is selected, the **Fetch** button is inactive.

You can open a Hot List item without opening a new page by using the **Copy URL** button to copy the URL of an item to the clipboard. Then, in a Page Window, paste the URL into the **Location** field.

Editing and Formatting the Hot List

When you add a page to your Hot List, it is added to the end of the list. You can edit and rearrange your Hot List. The buttons in the Hot List have these functions:

Fetch	Causes the selected page to be displayed in the <i>Page Window</i> . Click on Fetch after you have selected an entry from the list.
Close	Closes the <i>Hot List Window</i> .
Add Label	Allows you to add a label above a selection in the list. When you click on Add Label , a dialog box appears and asks you for the name of the label. Type the name in the box indicated.
Add Separator	Adds a line across the list above the selected item.
Move Up	Select an entry, a separator, or a label. Click Move Up to raise the selection one notch up the list.
Move Down	Select an entry, a separator, or a label. Click Move Down to lower the selection one notch down the list.
Remove	Removes the selection from the list.
Copy URL	Copies the URL of the selection. You may then Paste the URL.
Help	Invokes the help window about the <i>Hot List</i> .

View the Pages

Print a Page

Choose the menu **File→Print** to print the current page. The menu **File→Print Setup** lets you specify various printing options—size of page, orientation, scale, and color.

External Viewers

Some links in Web pages point to files that AOLpress cannot display. Included in this category are such objects as images, video clips, audio clips, and PostScript files. When you click on the link to one of these types of files, AOLpress can launch an *external viewer*, and the contents of the file appears on your screen or plays through your audio device.

If you have not specified an external viewer for a particular type of file, AOLpress copies the file to your local hard drive, and asks you for a file name. To set external viewers for AOLpress, see page 177.

Browsing Preferences

You can choose the **Tools→Preferences→General** menu item to bring up the General Preferences dialog. This dialog lets you make some choices about what happens when you browse with AOLpress.

Load Images

If the **Load Remote Images** field in the General Preferences dialog is not check marked, then when AOLpress opens a page it does not load the images in that page. Instead an hour glass icon or question mark icon is shown where the image would appear. This can save time if your modem is not very fast. See page 170 for details.



Clicking on the question mark causes the image to be loaded. Or, you can choose the **Browse→Load Images** menu item when you find a page with images you want to see.

Prefetch Pages

If the **Prefetch Pages** field in the General Preferences dialog is check marked, then whenever a web page is opened, all pages to which that page links to are loaded into local memory. While this option causes the initial loading to go more slowly, browsing is much faster after the pages are loaded. See page 171 for details.

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AOLpress is an easy-to-use word processor for creating and editing Web pages. As you create a page, it looks exactly as it does when you view it with AOLpress as a browser. AOLpress creates pages in the *Hypertext Markup Language* (HTML), so any Web browser can view them. You never have to look at the HTML itself, although you may if you want to.

AOLpress also lets you publish your pages directly to the Web. You can browse the Web while creating a page, and you can import information over the Web and incorporate it into your page. You can also follow links in your page as soon as you create them. Your page is a fully functional Web page right from the start.

Things to Know About HTML

HTML Basics

The Hypertext Markup Language (HTML) is the common language used by browsers and servers on the World Wide Web. It specifies the structure of Web pages—levels of headings, links, images, forms, and more. When the Web was created in 1992, people edited HTML documents by hand, as one would with non-WYSIWYG, tag-oriented word processors.

Although AOLpress hides HTML details from the reader and author, there are still some basic functions about HTML that you should know.

There is an important difference between Web pages and the documents you create with a typical word processor. With a word processor you assign appearances to elements that make up your document. For example, a document contains various levels of headings, paragraphs, bulleted lists, numbered lists, page headings, and page numbers. When we wrote this document, for example, we specified that Level 2 headings like the one above are shown in 16-point bold Helvetica.

When you create a Web page, you do not do this. You specify only the structure of the page—headings, three types of paragraphs, three kinds of lists, a few fonts. In short, the *reader* controls the appearance of the page, not the author or publisher.

Design Guidelines

Creating HTML is easy—witness the proliferation of Web pages—and AOLpress makes it easier. The following hints will help you plan and create better pages.

More information on using HTML is available via the Web at <http://www.w3.org/hypertext/WWW/Provider/Style/Overview.html> (or just follow the [HTML](#) link, then the [Information Provider Materials](#) link from <http://www.w3.org/>).

Headings

- Do not use a header level smaller than **Hdg 3** for text that you want to be read easily or in the main part of the document.
- Use the various **Hdg** styles as headers. To make text dark or bold, use the menu **Format→Type Style→Bold** or **Format→Type Style→Strong**.

Images and Graphics

- In the **Alignment** box under the **Element→Image** menu item, check the **Bottom**, **Left**, or **Right** button for images, so text wraps nicely for those readers who make their window narrow. If you use **Middle** or **Top** there will be a large gap between lines.
- Some readers still use browsers that don't display images. You should add some text in the **Text for non-graphic browsers** field for these readers.
 - For non-linked images this field should describe the image.
 - For linked images this field should tell where the link goes.
 - Use brackets to surround the text in the **Text for non-graphic browsers** field, for example `[Lightning bolt image]`. This has a nice look on browsers that don't show graphics (like Lynx).
- Keep image files smaller than about 30 Kbytes.

Structure of a Set of Web Pages

- When including textual or pictorial navigation aids, place cues on the left side to go back or to the previous page. Use the right side to go forward or to the next page.
- When doing slide presentations use **Prev/Next** links not **Next/Prev** to match the organization of browser navigation buttons.
- To keep the reader from getting lost, organize the information in a hierarchical format with a shallow depth (about five layers maximum), and a wide base.
 - Let readers move down the hierarchy quickly by providing bulleted/graphical indexes or main menus with textual and/or visual clues about the pages to which you link.
 - Typically, the title of the page should also be in the text of the page as a **Hdg 1**.
 - Bulleted graphics or image maps can exist on your page and are often next to the **Hdg 1** title.
 - Provide header and footer navigation bars (text or graphics) for moving up and down throughout the hierarchy.

HTML vs. Word Processors

When the Web was created, people first wrote pages by typing HTML tags by hand—just as they would write computer programs. Now, AOLpress lets you create pages without worrying about the HTML tags. You edit Web pages as you would edit documents with a word processor.

You'll need to remember that HTML does not give you as much control over page layout as a word processor. The reader also has some control over how your pages look. The reader decides how big to make the browser window, and often the reader can even change the font your pages use.

Here are some things you should remember as you design pages:

Multiple spaces

Normally in HTML, any number of space is shown as one space. This means that if you type two spaces, you will only see one. If you type a tab it will also show up as a space.

AOLpress provides a way for you to type multiple spaces by using special “non-breaking space characters.” You can turn on this capability by choosing the **Tools→Preferences** menu item and selecting the “Non-breaking” option in the **Text Edit Spacing** field. However, some browsers will show “ ” instead of spaces if you do this.

Paragraph Formatting

In some word processors, if you want to grab paragraph formatting when copying a selection so that you can paste it, you grab the entire line at the end of the paragraph. In AOLpress, you need to grab the blank line before the paragraph, instead. (In HTML the information about the paragraph is stored in a tag before the paragraph.)

Bullets in Lists

Bullets are not characters that can be selected. Think of them as part of the line break between paragraphs. The only way to select or delete bullets is to select or delete the line break.

Titles

Every page has a title. This is different from the file name. The title is what will be placed at the top of a window displaying the page. Changing the title will not change the URL, nor will changing the URL change the title.

Images

AOLpress can display gif, jpeg and xbm files as in-line images at the moment. All others require an external viewer (see page 177).

AOLpress corrects tag errors

If AOLpress sees invalid HTML coding, it will correct the tags. AOLpress supports the HTML 3.2 proposed specification. Here are some common HTML flaws:

- `<HEAD>` tags (like `<TITLE>`) inside the `<BODY>` section. AOLpress will move these tags up to the `<HEAD>` section, where they belong.
- `` tags not contained in any list. AOLpress will turn these into `<P>` tags.
- Character formatting around paragraphs. For example, if AOLpress finds “`<H2>text</H2>`”, it will convert it to “`<H2>text</H2>`” because the `` tag cannot contain the `<H2>` tag.

Sources of More Information

See the Web page <http://www.w3.org/pub/WWW/MarkUp/>. Follow any of the links in the “Specs, Drafts, and Reports” section.

Starting Points

An Empty Page

If you do not have documents in another format that you can import or transfer into your Web pages, you can always create them from scratch. There are several ways to open an Empty Page.

Setting the Start-Up Page Default

You can control the page you see when you start AOLpress.

→ **Set the start-up page:**

- 1 Choose Menu item **Tools**→**Preferences**→**General**.
- 2 Select one of three choices for the Startup View:
 - Home Page—opens with the page you specify.
 - Blank Page—opens with a new empty page.
 - MiniWeb—opens with a new MiniWeb and a new empty page in the MiniWeb.

Creating a New Empty Page

→ **Open a new empty page:**

- With focus on a Page window, choose **File**→**New Page**.
- With focus on a MiniWeb window, choose **File**→**New Page**.
- If you want to use an existing page as a template for new pages, you can create a MiniWeb and make your template the “stationary” that MiniWeb by choosing **Edit**→**Set Stationery**. See page 151 for details.

Opening an Existing Page

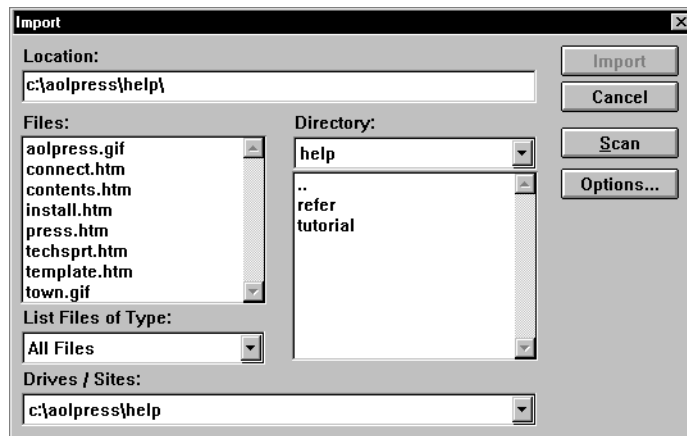
One of the most useful attributes of AOLpress is its ability to browse and author at the same time. You can edit a page as you browse and then save the file to your PrimeHost hosting service directory, or to your local files for further editing. Pages at web sites you visit can be used the same way. Saving the file to your local directory provides a quick way to format the page as you wish and then publish it on your PrimeHost hosting service directory.

You can also copy an existing page to a new file with the **File**→**Copy File** menu item. You can edit that new file without making changes to the existing page. See page 152 for details about copying files with AOLpress.

Importing HTML Text and Graphics

→ Import text from another Web page:

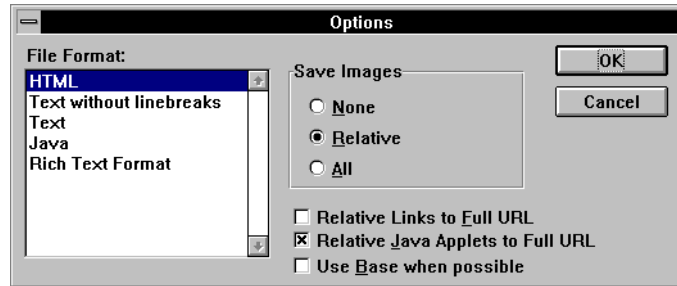
- 1 Place your cursor where you wish the imported file to be inserted.
- 2 Choose the menu **File→Import**. You will see this dialog. (For details on using such file selection dialogs, see page 38.)



- 3 When you click **Import**, the file and any included images are inserted at your cursor. The dialog box that appears has the following choices:

Import	Imports whatever page is selected in the dialog into the document where your cursor is placed.
Cancel	Closes the Import dialog box.
Scan	Browse your local files or your PrimeHost hosting service directory. If you enter a site that you don't have permission to browse, the message "Cannot Browse Location" appears in the box where the file names would otherwise appear.

- 4 Within the **File→Import** dialog box is the **Options** button. Click this button to see the following choices:



- | | |
|-----------------------------------|---|
| None | If there are any images in the page you are importing, they are not imported to the same directory that contains the page. If you want the imported page to reference the images in their original location, check the Relative Links to Full URL field. |
| Relative | All relative images are saved locally into your directory, and they are linked within the text of the document as local images. See the "Links" section on page 118 for an explanation of relative and absolute references |
| All | All image files in the document are copied to your directory. |
| Relative Links to Full URL | All relative links in the imported page are converted to absolute URLs. |
| Use Base when possible | You can ignore this field. Checking it has no effect when you import from most pages. |

Text

Entering and Revising Text

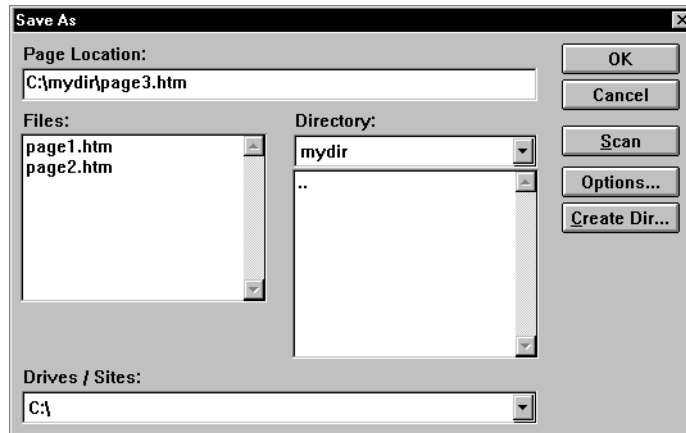
When you start AOLpress, you see a *Page window* that says "Welcome to AOLpress". You can change your startup appearance by editing the **Startup View** in the **Tools→Preferences→General** menu (see page 172).

To create your own Web page, you can start by editing any existing page, or you can start by editing a blank page.

Creating and Saving a Web Page

→ Create the page and give it a title:

- 1 Select the menu **File→New Page**.
- 2 Save the page with a new name. Choose the menu item **File→Save**, and save the page to a directory on your local disk. (For details on using such file selection dialogs, see page 38. For details on saving files to your PrimeHost hosting service directory see page 161.)
 - Because this is a new page, this action invokes the **Save As** dialog. If you've already saved this page, choosing **File→Save** will save your page without displaying this dialog.



- 3 In the Page window, move your cursor to the *Title* field and type a new title for the page. The web icon next to the field breaks, to show that you have unsaved changes. Saving the page changes this icon back.

Icon for new, unsaved
pages



Icon for pages with
unsaved changes



Icon for saved pages



Entering Text

As you move the mouse over the Page window, the cursor is I-shaped. When you click the mouse in the text, a flashing I-shaped cursor marks the point where text will be placed when you type.

Once you have positioned the cursor, there are several ways to get text into your page.

→ Type text into your page:

- Type on the keyboard. The text appears at the cursor position.

You do not see any HTML tags around text you type. (HTML is the language used to format Web pages. For example, a paragraph begins with a “<P>” tag.) If you want to see and edit the HTML code, choose the **Tools→Show HTML** menu item.

→ Paste text into your page:

- Enter text into a document by pasting from almost any source.
 - You can copy and paste text between AOLpress and other applications. For example, in Microsoft Word or PowerPoint, select text and then choose the **Edit→Copy** menu item (or press Ctrl-C). You can then paste it into your Page window at the cursor location, by choosing **Edit→Paste** (or press Ctrl-V).

→ Drag-and-drop from other page windows:

- 1 In any AOLpress page window, highlight the text you want to move. (You cannot drag-and-drop from other applications to AOLpress.)
- 2 Holding the cursor down on the highlighted text, drag the text to the page and location where you want to put it.
- 3 Release the cursor. The text is removed from where you selected it, and placed into the new location.

Selecting and Editing Text

The sentences you type can be edited with the mouse and edit keys, similar to most word processors. As you work with AOLpress, you must first select the text that you want to change.

Editing Text

→ To edit text:

- To delete text, select it, then press Backspace/Delete on the keyboard, or use the **Edit→Clear** or **Edit→Cut** menu.

- “Drag-and-drop”: To move text, highlight it, hold the mouse button down and move the cursor to the desired new location, then release the mouse button.
- Alternatively, you can **Cut** and **Paste** text, either with the **Edit** menu (**Edit**→**Cut** then **Edit**→**Paste**) or the **Cut** and **Paste** buttons on the toolbar.
- To replace text, select it then type over it.
- To move a line of text up or down, place the cursor above the line or at the left margin, then press Delete to raise the line or Enter (or Return) to lower the line.

Keyboard Commands

→ Use the keyboard to control the cursor:

- The arrow keys move the insertion point one character or line in each direction.
- Holding down the control key makes the left and right arrows move left and right by a word rather than a character. (If your keyboard has word left/right keys they should work as well.)
- The Home and End keys move to the start and end of the current paragraph respectively. With the control key down they move to the start and end of the current line.
- The Next (+Page, PgDown) key and the Prev (-Page, PgUp) keys move the insertion point to the next or previous page, respectively.
- Holding down the Shift key while you move the cursor with the keyboard selects text instead of just moving the cursor.

→ Navigate with the keyboard:

- The Help or F1 keys bring up the online AOLpress reference manual. Some dialogs also contain a **Help** button that brings up help on that dialog.

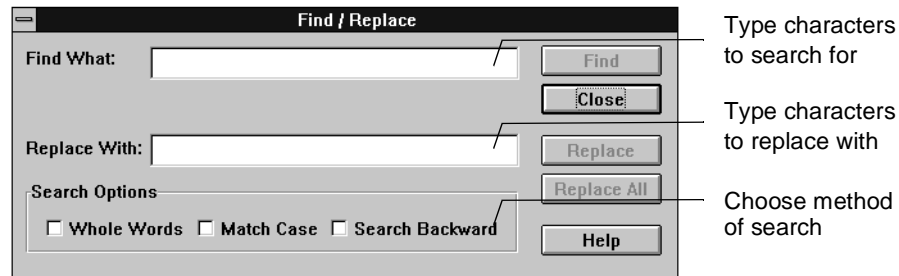
→ Edit text with the keyboard:

- If your keyboard has keys labeled Cut, Copy and Paste, then these perform as labeled.
- Holding down the CTRL key when depressing the Copy key copies the URL.
- Pressing Enter (or Return) starts a new paragraph in whatever way seems appropriate. In a list it creates a new list item. In a header it exits the header and starts a new paragraph.
- Pressing Linefeed or CTRL+J (at the end of a list, header, or form) exits the current format (list, header, or form) and starts a new paragraph in whatever way seems appropriate.
- Pressing Backspace (or CTRL+H) deletes the last character.

- Pressing CTRL+D deletes the next character.
- Pressing Delete normally deletes the character to the right of the cursor, but you may change it to delete the character to the left by choosing the **Tools→Preferences→General** menu item and checking the **UNIX Style Delete** field.
 - On the Macintosh, the Backspace key is labeled Delete, so pressing Delete does a backspace.
- Pressing CTRL+U deletes to the beginning of the line.

Finding and Replacing

Edit→Find/Replace opens a dialog that lets you find or replace text in the current page.



→ Find and replace text:

- 1 Type the characters to search for in the **Find What** box at the top.
- 2 Type the characters to replace these in the **Replace With** box underneath.
- 3 Optionally select one or more of the following **Search Options**:

- | | |
|------------------------|---|
| Whole Word | Checking this box makes the match find only whole words that match the text you type. When this box is not checked, AOLpress matches your text even if it is a part of a word. For example, if you check this box, searching for “cat” will match “cat” only, and not words like “catalog”. |
| Match Case | Checking this box makes the match case-sensitive. When this box is not checked, AOLpress finds matches that use either upper or lower case letters. For example, if you check this box, searching for “ZIP” matches “ZIP”, but not “zip” or “Zip”. |
| Search Backward | Checking this box makes AOLpress search backward through the page beginning at the cursor position. The default is to search forward. |

- 4 Use the buttons on the right to control the search.

Find	Finds and selects the next match.
Close	Closes the dialog box.
Replace	Replaces the current selection with the characters in the Replace With box.
Replace All	Finds and replaces all the characters that match in the entire page.
Find Next	Finds the next match. The Search Backward field controls whether this is the next match in the forward or backward direction.
Wrap & Find	Same as Find Next , but starts over at the beginning of the page if it gets to the end of the page.

Copying from Other Pages

Copying Text

→ Copy text from another page:

- 1 With the mouse, highlight the text you want to copy.
- 2 Click the **Copy** icon.
- 3 Return to your Web page, position the cursor at the end of the page, and click on the **Paste** icon.



Copying and Pasting URLs

You can create links to pages by copying the address of a page and pasting it into your page. The address of a page is called a URL (Uniform Resource Locator).

→ Copying a URL:

- If you've already opened the page whose address you want to copy, choose the **Edit→Copy URL of Page** menu item (or click the **Copy URL** button in the toolbar). This copies the URL of the current page so that you can paste it.
- If the page you want to link to is listed as a link on another page, highlight that link and choose the **Edit→Copy URL in Selection** menu item (or click the **Copy URL** button in the toolbar). You can hold down the Ctrl key on your keyboard while you highlight a link to prevent AOLpress from opening that page. This copies the URL of the link so that you can paste it.



→ Pasting a URL to create a link:

- If you want AOLpress to fill in the text for the link, position the cursor where you want to create the link, and choose the **Edit→Paste URL** menu item (or click the **Paste URL** button in the toolbar). This creates a link to the URL you copied. If you copied the URL of a page, AOLpress adds the title of that page as the text for the link. If you copied the URL of a highlighted link, AOLpress adds the URL of the page as the text, instead.
- If you want to turn existing text into a link, highlight the text you want to link, and choose the **Edit→Paste URL** menu item (or click the **Paste URL** button in the toolbar). This makes the highlighted text a link to the URL you copied.



Checking Spelling



You can check the spelling of the text in your page (or your entire MiniWeb) by using the Spell Checker.

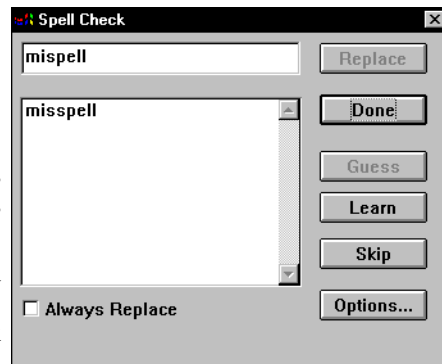
→ To check spelling:

- 1 Choose the **Tools→Spell Check** menu item.
- 2 AOLpress will start checking your page starting at your cursor location. If it doesn't recognize a word, you will see the Spell Check dialog.

The unrecognized word is shown in the field at the top and suggested corrections are listed below. You can do these things to unrecognized words:

- **Correct:** Select one of the suggested corrections or edit the word yourself. Then click **Replace**. If you want to fix all occurrences of the misspelled word automatically (even when you use the spell checker in future AOLpress sessions), check the **Always Replace** box before you click the **Replace** button.
- **Guess Again:** If one of the suggested corrections is close to the word you want, select that word and click **Guess**. You will see a new list of suggested words. You can pick one of these words and use it to **Replace** the word or **Guess** again.

If you want AOLpress to suggest words that contain characters with accent marks, click the **Options** button and type the accented characters into the field provided. Type all the digits (1234567890) in this field if you want AOLpress to suggest words you have added to the dictionary that contain numbers.



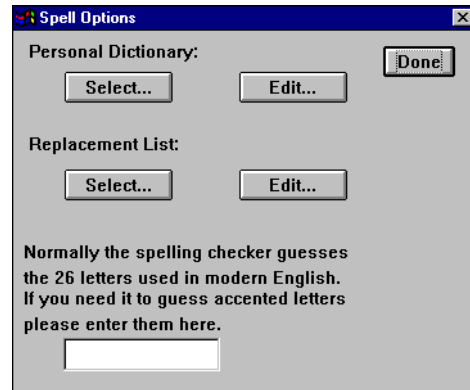
- **Add to Dictionary:** If the unrecognized word is one that you want AOLpress to recognize in the future, click **Learn** to add the word to the dictionary.
 - **Ignore:** If you want to allow a word without adding it to the dictionary, click **Skip**. The word will be ignored until you exit from AOLpress.
- 3 AOLpress continues moving forward through your page to check the spelling. If you started the spell check in the middle of the page, it goes back to check the first part of your page, too. When you finish checking your page, click **Done** to close the Spell Check dialog.

You can control the lists of words that have been added to your AOLpress dictionary and words that will be automatically replaced by the spell checker.

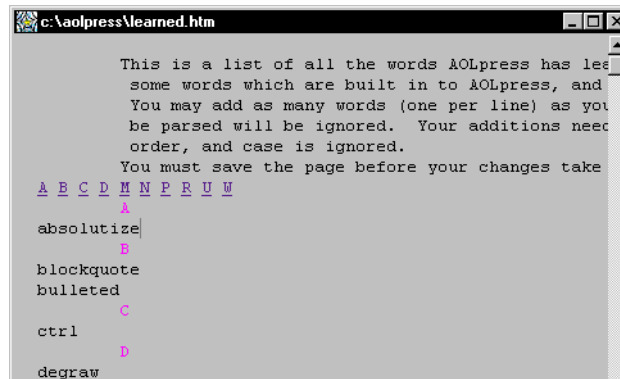
→ **To edit the list of learned words:**

- 1 Click the **Options** button in the Spell Check dialog. You will see a dialog that looks like the one to the right.
- 2 If you want to select a different Personal Dictionary or create a new one with no extra words, click the **Select** button. You will see a standard file selection dialog.

You can select any dictionary you have created with AOLpress. To create a new dictionary, specify a filename with an extension of `.hsh` and click **OK**.



- 3 If you want to see or edit the list of learned words, click the **Edit** button for the Personal Dictionary. You will see a page like the following, which lists any words you have added to the dictionary.

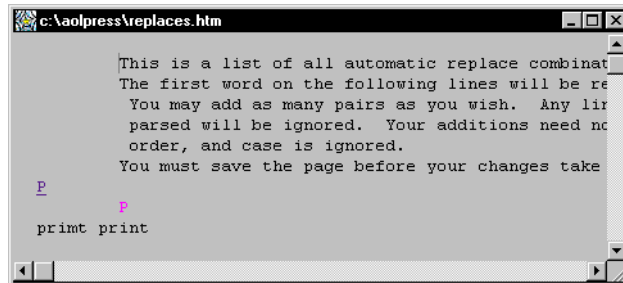


- 4 You can add words to this list or remove words. You must put exactly one word on each line.
- 5 When you are finished editing the list of words, save this page. The next time you spell check a page, the words you added will be recognized.

→ **To edit the list of automatically replaced words:**

- 1 Click the **Options** button in the Spell Check dialog to open the Spell Options dialog.
- 2 If you want to select a different list of replaced words or create an empty list, click the **Select** button. You will see a standard file selection dialog.

You can select any replaced words list you have created with AOLpress. To create a new list, specify a filename with an extension of `.rpl` and click **OK**.
- 3 If you want to see or edit the list of automatically replaced words, click the **Edit** button for the Replacement List. You will see a page that lists any words you have replaced while the **Always Replace** box was checked.



- 4 You can add words to this list or remove words. Put exactly two words on each line. The first word should be the one you want to replace. The second word should be the one you want to replace it with.
- 5 When you finish editing the list of replaced words, save this page. The next time you spell check a page, the words you listed will be replaced automatically.

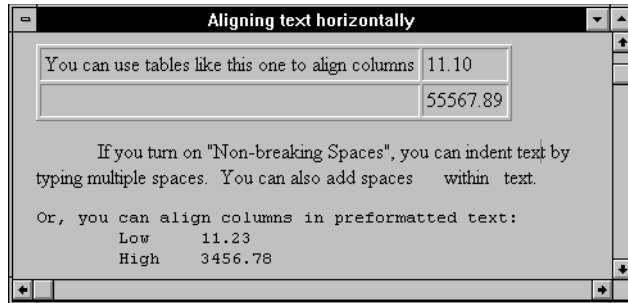
Spaces, Line-Breaks, and Horizontal Rules

Spaces

Generally, you can't use multiple spaces to move text horizontally in HTML. However, there are some ways to get around this restriction.

→ Move text horizontally:

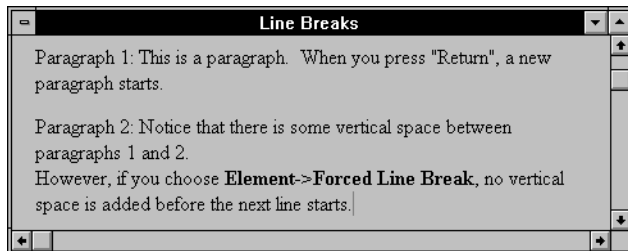
- The best way to align text into columns is to use tables. See page 101 for details.
- Another way to add horizontal spaces is to choose **Tools**→**Preferences**→**General** and check "Non-Breaking" in the **Text Edit Spacing** field. Then, you can type multiple spaces. However, some browsers show these non-breaking spaces as " " instead of as a space. If you select "One" in this field, you can only type one blank space at a time.
- Another way to add spaces is to highlight the paragraph and choose **Format**→**Paragraph**→**Preformatted** to change the paragraph to a fixed width font and allow you to align text by adding spaces.



Line Breaks and Forced Line Breaks

→ Create a *Normal Line Break*—a new paragraph, placed two lines below the point of insertion:

- Press the Enter (or Return) key.
- In the middle of any list, you can add a line break without creating a new list item by choosing **Format**→**Paragraph**→**New**.



→ **Create a Forced Line Break—same paragraph, one line below:**

- Press Shift-Enter (or Shift-Return) or choose **Element**→**Forced Line Break**.

A line separated by a *forced line break* is still part of the *same* paragraph as the line above and is subject to that paragraph's formatting.

Horizontal Rules

You can use the horizontal rule, which by default spans the full width of the page, to divide areas of the page.

→ **Insert a Horizontal Rule:**

- 1 Position the cursor where you want the rule to start.
- 2 Choose **Element**→**Horizontal Rule**.

→ **Reposition or duplicate a Horizontal Rule. Either:**

- Use the basic editing conventions—select, cut, copy, paste, and drag-and-drop.
- Use the **Cut**, **Copy**, and **Paste** buttons in the toolbar.

Type Styles

Text can be given distinctive styles, like **bold**, *italic*, *fixed width*, and more. To format the text you have selected, use the **Format**→**Type Style** menu. *Type* styles are applied to individual characters (and strings of characters like words and sentences), as opposed to whole paragraphs or other page elements.

Some paragraph styles also affect how text looks — for example, Headings and Quotations. You can use the type styles described in this section to further modify the type style of a Heading or other paragraph style.



AOLpress provides two categories of type styles: formatted (physical) styles and logical styles. You can also change the type size (see page 78) and type color (see page 78) of any text.

Formatted Type Styles

Formatted type styles are styles that have a specific meaning, for example, **bold** or *italic*. Regardless of the browser used to view your page, text with formatted styles always appear in that style.

AOLpress has these formatted styles:

Plain	Plain text
Bold	Bold text
<i>Italic</i>	Italicized text
<u>Underline</u>	Underlined text
Fixed Pitch	a monospaced font such as Courier
_ Superscript _	a smaller point size of the current font, elevated above the baseline
_ Subscript _	a smaller point size of the current font, moved slightly below the baseline

Logical Type Styles

Logical text styles describe how a particular word or phrase is used. In contrast, “formatted type styles” describe how a word or phrase should be displayed. Logical type styles have no “standard” appearance. Different browsers may display these styles in different ways. For example the “emphasis” style may be italicized on some browsers and shown in bold on others.

The deleted text and new text styles are HTML 3.2 styles that are not yet supported by all browsers.

The *logical* styles are:

Deleted Text	Text has been deleted, for example in a legal document or a software specification. By default, a line strikes through the text.
New Text	Text that has been added to a document. By default, the text is dark gray and change bars are added to the page.
<i>Citation</i>	A reference to a book, article, or other work, for example, “For more information, see <i>Taylor, The Life of Birds</i> ”.
Code	Words or phrases that are part of code examples or commands, for example, “ls *doc”.
Definition	A defined word or phrase, for example “The second to last item is the penultimate item”.
Emphasis	An emphasized word or phrase. Some other browsers show this style in italics.
Keyboard	Text intended to be typed in by the reader on a command line or other text-entry environment.

Sample	Example text, similar to code.
Strong	Strongly emphasized text (stronger than the emphasis style). By default, AOLpress shows this style in red. Some other browsers show this style in bold.
Variable	A place holder for some other value in a command line or sample text, for example, “To print a file, use the print <code>file name</code> command, where <code>file name</code> is the file you want to print”

Applying and Removing Type Styles

Both formatted and logical styles are cumulative, that is, you can apply several styles to a selection. When a style has been applied to a selection, that style name has a check next to it in the **Format→Type Style** menu.

→ Apply a type style:

- 1 Select the text you want to apply a style to.
- 2 Choose a type style from the **Format→Type Style** menu.
 - You can apply more than one style at a time to text. To do this, repeat step 2 while the selected text is still highlighted.

→ Remove a single type style from a selection:

- 1 Select the text that has the style you want to remove.
- 2 Choose the type style (checked) you want to remove using the **Format→Type Style** menu.

→ Remove all type styles from a selection:

- 1 Select the text you want to revert to plain text.
- 2 Choose **Format→Type Style→Plain**.
 - Use **Edit→Undo** if you want to correct a recent formatting choice.

The text you selected reverts to the default style of the surrounding text.

Type Sizes



You can make text bigger or smaller by changing the type size.

Bigger

To make the text larger than the surrounding text, choose **Format→Type Size→Bigger**. Font size changes are cumulative. You can apply this style multiple times to text to increase the font size further. The actual font size varies on different browsers.

Smaller

To make the text smaller than the surrounding text, choose **Format→Type Size→Smaller**. You can apply this style multiple times to text to decrease the font size further.

Type Colors



Follow these steps to add color to the text you select in your page.

→ To add color to selected text:

- 1 Highlight the text you want to change to a different color.
- 2 Choose the **Format→Type Color** menu.
- 3 Choose from the list of colors, or select **Custom** to choose a color from a color picking dialog. Selecting **Default** sets the type back to the default color for the page. The sixteen colors listed are the standard color for 16-color PCs.

Paragraphs and Lists

Paragraph Structures

Paragraphs can be assigned a specific structure—like *Heading*, *Numbered List*, or *Quote* — to set off text and organize your page. A paragraph ends where you press the Enter (or Return) key.

You use the **Format** menu to give paragraphs structure.

Normal Paragraphs

Normal paragraphs, the default, are almost unstructured. They start at the left margin with no indenting or type styles.

→ Change a structure back to a normal paragraph:

- 1 Select the text you want to change back
- 2 Choose the menu **Format→Remove Format**.

Changing Paragraph Alignment

You can make any paragraph, heading, or list centered, right aligned, or fully justified on both the left and right. You can even align text that wraps next to an image. Note that some browsers do not support all types of alignment. For example, Netscape currently supports **Align Left** and **Align Center**.

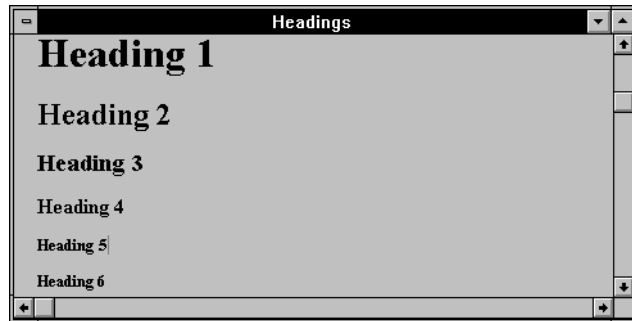
→ Align a paragraph:

- 1 Place the cursor in the paragraph, heading, or list you want to align or justify.
- 2 With the **Format**→**Paragraph** menu item, choose **Align Left**, **Align Right**, **Align Center**, **Flush**, or **Align Default**. (“Align Flush” aligns both the left and right edges of the text. “Align Default” removes any previous paragraph alignment.)

Headings

AOLpress provides six levels of headings, from Hdg 1, the largest, to Hdg 6, the smallest.

You use headings to title sections and to show the structure of your page. They are set off from the text with a larger font, bold text, or other form of emphasis.



→ Apply a heading to text:

- 1 Place the cursor where you want the heading to start.
- 2 Choose a heading type from the **Format**→**Heading** menu.
- 3 Type your heading text.

→ Apply a heading to existing text:

- 1 Position the cursor in the line of text you want to affect.
- 2 Choose a Heading type from the **Format**→**Heading** menu.

→ Change a heading format:

- 1 Select all of the text in the heading.
- 2 Choose the new heading level you want to use from the **Format**→**Heading** list.

→ Remove a heading format:

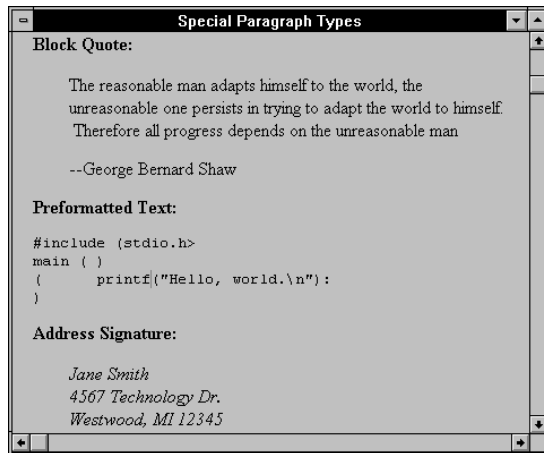
- 1 Position the cursor anywhere in the heading text.
- 2 Choose the **Format**→**Remove Heading Format** menu item. (Or, you can use **Edit**→**Undo** to undo a recent formatting choice.)

Block Quotes, Preformatted Text, and Address Signatures

Block Quotations are used for long passages of quoted material to be indented from regular paragraphs.

Preformatted text is used when you want tabs, spaces, and line breaks in the text preserved, for example, code samples or examples that must appear as they are typed. AOLpress displays Preformatted text in a monospaced font like Courier.

Address Signatures are typically used at the top or the bottom of a page to indicate the owner of the document, when it was last changed, any copyright information, or any other administrative information for the page. Address signatures are usually in italics and indented, by default.



→ Apply Block Quotes, Preformatted text, and Address signatures:

- 1 Place the insertion point where you want the structure to begin, or position the cursor in the paragraph you want to affect.
- 2 Choose one of these three structures from the **Format**→**Paragraph** menu.

→ Change Block Quotes, Preformatted text, and Address signatures:

- 1 Position the cursor in the paragraph you want to affect.
- 2 Choose **BlockQuote**, **Preformatted**, or **Address** from the **Format**→**Paragraph** menu.

→ Remove Block Quotes, Preformatted text, and Address signatures:

- 1 Position the cursor in the paragraph you want to affect.
- 2 Choose the menu **Format**→**Remove Paragraph Format**.

Lists

Lists are useful for organizing related text. They combine a group of lines, all separated by line breaks, into a single structure.

There are three types of lists:

- *Bulleted* lists are indented with bullets marking each item.
- *Numbered* lists have sequential numbers.
- *Definition* lists have a *term* line followed by a further-indented *definition* paragraph. The term and definition structure is repeated throughout the list.

Sample List Formats		
● Bulleted list: Item 1	1. Numbered list: Item 1	Term 1
● Bulleted list: Item 2	2. Numbered list: Item 2	Definition 1
● Bulleted list: Item 3	3. Numbered list: Item 3	Term 2
		Definition 2

You can add, delete, and rearrange list items. You can also nest lists. *Nested* lists have multiple levels of sub-lists and can be mixed. For example, a Numbered list can be nested within a Definition or Bulleted list, or another Numbered list.

Bulleted and Numbered Lists

Bulleted lists are useful for listing items that can appear in any order. This structure indents and indicates items by bullets or squares. *Numbered* lists are best for items that are ordered in a specific sequence, as with procedures.

→ Apply a bulleted or numbered list structure:

- 1 Place the insertion point where you want the Bulleted or Numbered list to begin when you type Or, select the text you want to turn into a list.
- 2 Choose **Bulleted List** or **Numbered List** from the **Format→List** menu.

You cannot select the numbers or bullets associated with a list. They are part of the structure, but not part of the context.

→ End the current list structure:

- 1 Place the cursor anywhere in the list.
- 2 Choose **Format→Exit List Format**.

The cursor moves to the line below the list, and leaves it unstructured. Exiting from a nested list takes you out one level. Repeat the Exit command to continue to move out. To move completely out of the list, place the cursor below the list and click.

→ Remove a list structure (that is, make it unstructured):

- 1 Place the cursor in the list, and choose **Format→Remove List Format**.
 - Individual items in a list cannot be unstructured. You must unstructure the whole list at once.
 - Use **Edit→Undo** if you want to correct a recent formatting choice.

Adding, Deleting, and Rearranging List Items

→ Paste or type new items:

- 1 Place the cursor at the end of the line before the new item you want to add.
- 2 Press Enter (or Return) to provide a line for the new item.
- 3 Type text or **Paste** previously typed list items.

Several list items can be pasted in at once. The items below the new items shift downward to accommodate the new list items.

→ Delete or move items within the list:

- Use basic editing conventions—cut, copy, paste, and backspace.

If you add or delete an item in the middle of a Numbered list, all the items below it are automatically renumbered to reflect the change. (If the numbers look odd, scroll up and down to refresh the screen.)

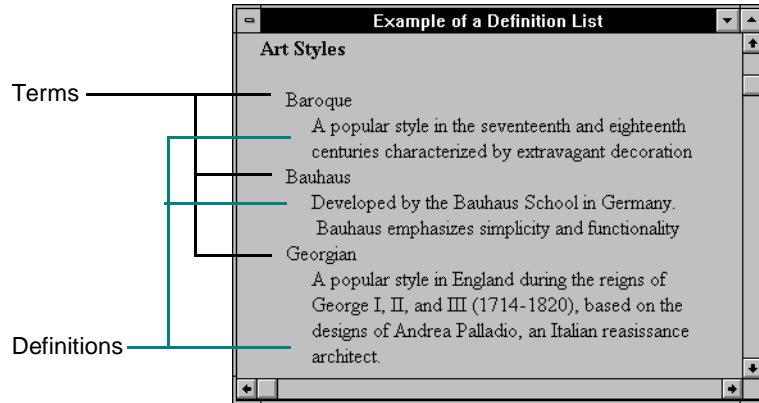
→ Add a normal paragraph within a list:

- Normally, when you press the Enter (or Return) key within a list, the bullet or number for the next item is added automatically. However, sometimes you want to add a second paragraph to a single list item.

To add a second paragraph within a list, choose **Format→Paragraph→New**.

Definition Lists

Definition lists contain indented *Terms* followed by their *Definitions*, indented further.

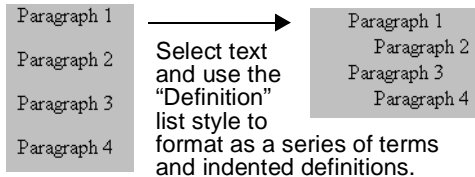


Definition Lists follow the same basic List rules as Bulleted and Numbered lists. The differences are presented below.

→ Apply a definition list structure:

- 1 Place the insertion cursor where you want the Definition list to begin.
 - Or, you can select text you want to turn into an Definition list.

Terms and Definitions must be on separate lines. The Term item must be *first*, then the Definition line.
- 2 Choose **Definition List** from the **Format→List** menu. (If you selected text before choosing this menu item, the first paragraph becomes a Term, the second a Definition, and so on until the last paragraph in the selection.)
- 3 Type text for the first Term. Press Enter (or Return) at the end of a Term to create a Definition line.
- 4 Press Enter (or Return) at the end of a Definition to create a new Term line.

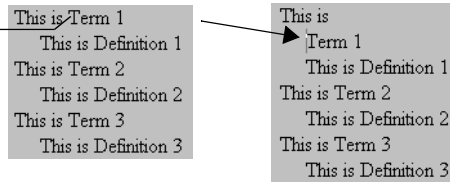


→ Change the relative positions of term and definition lines:

- 1 Place the cursor within or highlight the Term or Definition you want to change.
- 2 Choose **Term** or **Definition** from the **Format→List** menu.
 - If you placed the insertion cursor within a line or at the beginning of a line, all the text to the right of the cursor moves down one line and changes to a Term or Definition (depending on which you choose). There is still a line for the term or definition where your cursor started, even if your cursor was at the beginning of the line.

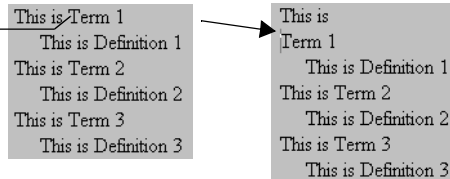
Placing the cursor in a line and pressing the Enter (or Return) key has the same effect as placing the cursor in a line and selecting the opposite line type from the **Format→List** menu.

Put your cursor here
and choose
Format→List→Definition
(or press Enter).



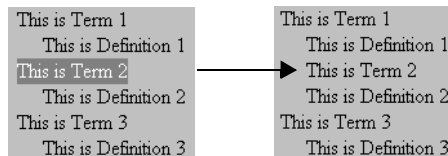
- You can choose **Format→List→Term** when the cursor is in a Term line to create two Terms in a row. Likewise, you can choose **Format→List→Definition** when the cursor is in a Definition line to create two Definitions in a row.

Put your cursor here
and choose
Format→List→Term.



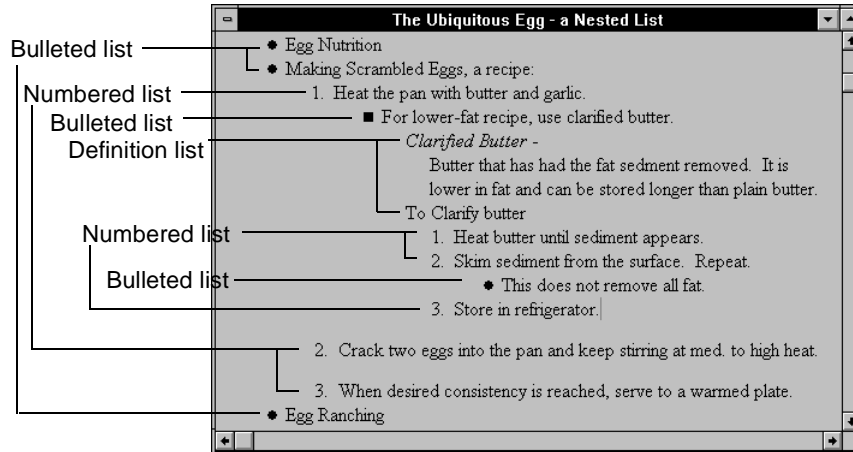
- If you highlight the entire term or definition line, that line slides left or right to become a Term or Definition (depending on which you choose) without moving down a line or affecting any other lines.

Highlight a Term and choose
Format→List→Definition.



Nested Lists

At any point in a list you can create a *sub-list*, which is indented from the current item.



There is no limit to the number of nested list layers and the kinds of primary and nested lists that can be mixed. Nested lists can carry markers that are different from the primary lists that contain them. These markers may not look the same to all browsers. As with all Lists, the nested sub-list is itself a distinct list that adheres to basic list rules. See the list rules above to understand how nested lists work.

➔ To nest an existing list item(s):

- 1 Select the item(s) you want to nest.
- 2 Choose the list structure you want to use from the **Format**➔**List** menu.
- 3 Continue the nested list by pressing Enter (or Return) at the end of the nested list.

There are two results, depending on how you select the item in step 1.

Placing the cursor in the item line:

Placing the cursor in the item line shifts everything to its right to a new indented line. Everything to the left of the cursor remains in the original item position in the primary list. This is true even if the cursor rests to the left of all text in the line.

Selecting the entire line:

Selecting the entire line moves the entire item line to a nested position and erases the original item position.

→ Nest a new list with typed or pasted items:

- 1 Place the cursor at the end of the item line you would like to nest below.
- 2 Choose the desired list structure from the **Format→List** menu
- 3 Type or **Paste** new items, as many as you want.

Removing Formats

You can remove type styles and paragraph structures, leaving the text in a plain format. Use **Edit→Undo** if you want to correct a recent formatting choice.

→ Remove all type styles from a selection:

- 1 Select the characters you want to change back to plain text.
- 2 Choose **Format→Type Style→Plain**.

→ Change a heading into a normal paragraph:

- 1 Place the cursor in the heading you want to change to plain text.
- 2 Choose **Format→Remove Heading Format**.

→ Remove Block Quotes, Preformatted text, or Address signatures:

- 1 Place the cursor in the paragraph you want to affect.
- 2 Choose **Format→Remove Paragraph Format**.

→ Remove a list structure:

- 1 Place the cursor anywhere in the list
- 2 Choose **Format→Remove List Format**.

You cannot remove the format of more than one list level at a time.

Useful Tools

Borders

To help show the structure of a page, you can add border lines above and below lists.

→ Show and hide borders:

- Choose **Format→Show Border**. The lines you see are not part of the page. They exist only to help you edit the page and are only shown in AOLpress.
- To remove the borders, choose **Format→Hide Border**.

Images and Colors

Images give the Web its lively look and exploit the capabilities of electronic media. Though many pages use hypertext effectively without them, pictures can make information clearer and the page more appealing. This section covers inserting, positioning, and sizing images and changing the colors used by a page.

Quick Start

Here is a quick summary of commands you can use with images:

Insert Images In-line

Insert an image as an *Element*
Insert image as *Imported File*
Insert an image out of line
Copy image page to page
View AOLpress clip art library

Element→**Image**
File→**Import**
Element→**Link**
Copy and **Paste** or drag-and-drop
Help→**Online Resources** and follow link to Clip Art

Replace and Modify Images

Replace in-line image
Change alignment with text
Re-position image
Copy image
Delete image
Change page colors

Element→**Get Attribute**, then **Image** dialog
Element→**Get Attribute**, then **Image** dialog
Cut and **Paste** or drag-and-drop
Copy and **Paste** or drag-and-drop
Delete/Backspace, or **Tools**→**Cut**
Format→**Page Attributes**



Images on the World Wide Web

In-line images are graphic elements that load automatically with a Web page. AOLpress and the common Web browsers support several image formats:

- | | |
|------|--|
| GIF | Graphical Interchange Format. File names normally have .gif suffix. Can use up to 256 colors. Best for images with large areas of a single color. Compresses files without loss of information. |
| JPEG | Joint Photographic Experts Group. File names normally have .jpg or .jpeg suffix. Can use many colors. Best for photographic or painted images. You can specify amount of file compression. Some of the information is lost during compression. |
| XBM | X bitmap format. Files normally have .xbm suffix. Uses only 2 colors. |

Images in these formats are shown “in-line” — the image is shown as a part of the page itself. There may be a transmission delay after the page appears and before the image fills in, especially if the image is large.

A common technique for displaying large images is to create a small version of the image called a “thumbnail”. Make the thumbnail an in-line image and link the thumbnail to either a page containing the full-size image or to the full-size image itself.

There are several types of GIF files:

- “Interlaced” GIF images use a window-shade effect — you see a low-resolution image quickly and the details are filled in as the rest of the image is loaded.
- In “transparent” GIF files, one color is designated as the background color. In many browsers, the background color or background image of the page shows through in areas of the image with this color. Transparent images are used when you want an image that looks as if it is some shape other than a rectangle.

AOLpress shows the page’s background color behind transparent GIF images. However, AOLpress does *not* show background images behind transparent GIF images — instead you’ll see a rectangular area filled with the background color. Don’t worry, other browsers will still show your background image correctly.

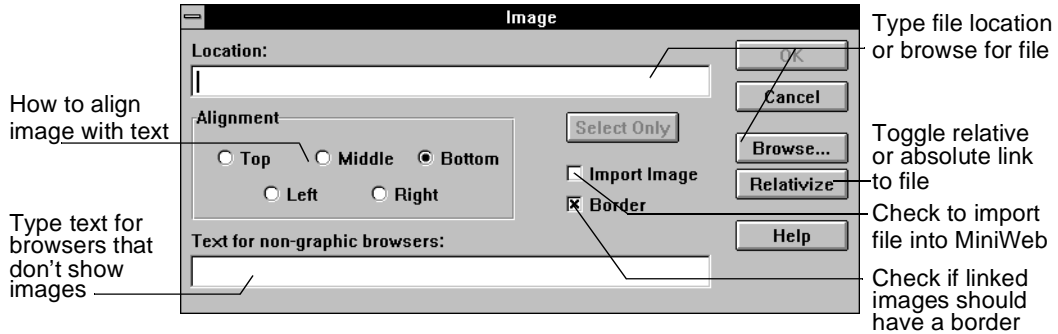
Inserting Images

There are several ways to insert an image into a page:

- Choosing the **Element**→**Image** menu item.
- Using **Copy** and **Paste** or drag-and-drop from another page in the same MiniWeb.
- Using the right mouse button to drag an icon for an image from a MiniWeb to a page. The image is added to the page. (If you use the left mouse button to drag the image instead, your page is replaced by a blank page containing the image. You must save this page before you can edit it.)

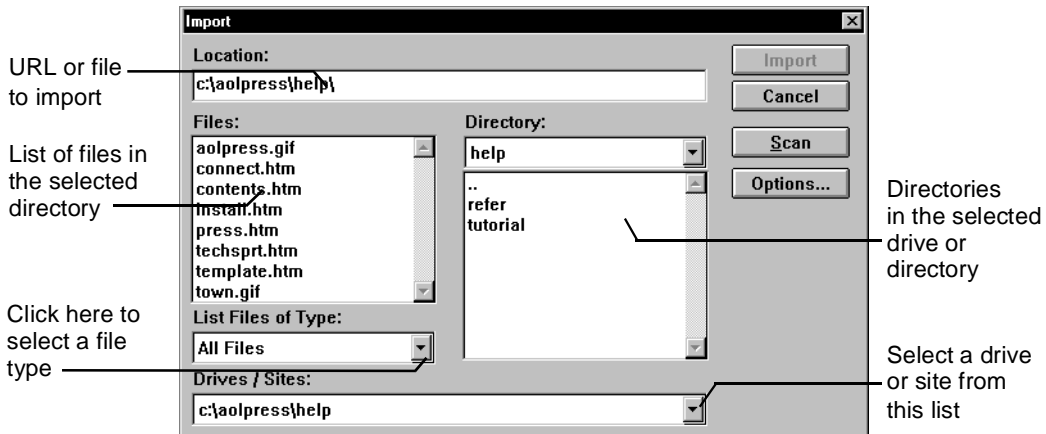
→ To insert an image:

- 1 Position the cursor where you want the image to be.
- 2 Choose **Element**→**Image** to bring up this dialog:



- 3 Enter the Location of the image. Either:

- Type a URL or the local file name in the **Location** field; or
- Click the **Browse** button to browse for the file on your local disks or your Prime-Host hosting service directory. (For details on using such file selection dialogs, see page 38.) Click the **OK** button when you have selected the file you want.



- 4 Choose an **Alignment** option—**Top**, **Middle**, **Bottom**, **Left**, or **Right**—to choose how the image is aligned with adjoining text. Text aligns with images as shown below.



Top



Middle



Bottom



Left



Right

You can horizontally align the text next to an image with **Format**→**Paragraph**.

- 5 Check the **Import Image** box if you want to copy the image file to the page's MiniWeb. If you do not check this box, the image file stays where it is and the page references the image in the location where it already exists.

- This box is dimmed if the image is already stored in the page's directory. You don't need to copy it since it is already there.
- You cannot uncheck this box if the image is stored on your computer's disk and the page is on a Web server. The image will be copied from your local disk to the server automatically because people accessing your page on the server cannot see image files on your computer's disk.



- 6 Uncheck the **Border** box if this image is going to be linked to some location and you don't want a rectangular border shown around the image.
- 7 You can click the **Relativize** button to change the reference to the image to a relative URL. If the reference is already a relative reference, you can click the **Absolutize** button to change the reference to an absolute reference. See the "Links" section on page 118 for an explanation of relative and absolute references.
- 8 In the **Text for non-graphic browsers** box, type the text you want to appear instead of the image for readers using browsers that do not display graphics.
- 9 Click **OK**, and the image appears where the cursor was positioned.

Copying Images from Another Page

If you are working with more than one page in the same MiniWeb, you can copy images from one page to another. The images are already saved in a common directory.

→ Copy an image from one page to another, either:

- **Copy and Paste.**
- **Drag-and-drop.**

For example, you can copy and paste images from the AOLpress clip art library. Just choose the **Help**→**Online Resources** menu item and follow link to the "Clip Art Library". These files are stored on your hard disk when you install AOLpress.

Replacing and Modifying Images

Once images are in a page, you can replace images, realign text to them, reposition them, or delete them.

Replacing Images or Changing Alignment

You can replace any image on the page with another image.

→ Replace or change text alignment of an image:

- 1 Select an image by double-clicking on it or dragging across it. It is OK to select both an image and some of the associated text.
- 2 Choose **Element**→**Get Attribute** to open the Image dialog.
- 3 If you selected both the image and some text, you can click **Select Only** to deselect the text and keep the image selected.
- 4 Enter a URL in the **Location** field or **Browse** to find the new image.
- 5 Change the **Alignment** option if you want to change the way the image aligns with the adjoining text.
- 6 Click, optionally, on **Import Image**.
- 7 Click **OK**.

Repositioning Images

→ Reposition an image, either:

- **Cut** and **Paste**. You can use the commands in the **Edit** menu, the buttons in the toolbar, or the keyboard equivalents.
- Drag-and-drop.
- Change the *vertical* position by placing the cursor above the image and adding or deleting lines to move the image.

→ Move an image down a *single line*:

- Press Shift-Enter (or Shift-Return), a *forced* line break

→ Indent the image:

- 1 Use **Format**→**Paragraph**→**Preformatted** to preformat the image's paragraph. This changes the font of the text in the paragraph as well.
- 2 Press the spacebar to indent the image.

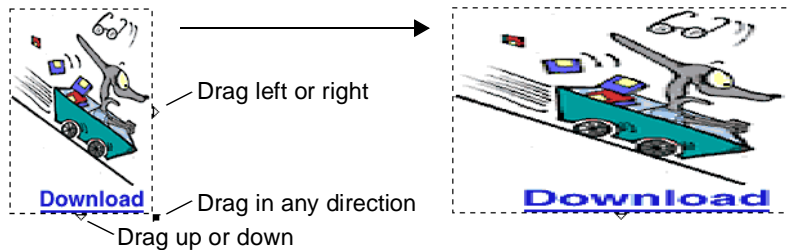
Resizing Images



Most browsers can display images at different sizes than the actual size of the image in its file. When you import an image, the actual width and height of the image (in pixels) are specified in the page. You can change these values by resizing the image.

→ To resize an image:

- 1 Double-click on the image you want to resize. You will see a dotted line around the image and drag arrows on the right and bottom edges of the image.
- 2 Drag an arrow to change the image to the size you want.



Copying or Deleting Images

You can use this procedure to place a graphic element, like a bullet or a line, several times on a page.

→ Copy an image:

- **Copy** and **Paste**. Choose from the **Edit** menu or use edit buttons in the toolbar or their keyboard equivalents.

→ Delete an image, either:

- Position the cursor just after it and hit Delete/Backspace key.
 - Select the image and
 - Click **Cut** in the toolbar;
 - Press the Delete key; or
 - Choose **File→Delete**. (For details on such file selection dialogs, see page 38.)
- Deleting an image from a page does not delete the actual image file. In addition, deleting a page file does not delete image files associated with it. If you want to delete files that are associated with another file, delete them separately using **File→Delete** or by selecting and deleting the file icon in the MiniWeb view.

Using the Built-in Hit Counters

If you are a PrimeHost hosting service customer, you can use the built-in counter image program to show how many times one of your pages has been visited. For example:

This page has been visited **00000031** times.

→ To add a counter to your page:

- 1 Open the page on your PrimeHost hosting service Web site to which you want to add a “hit” counter. (You can only see the counter image if your page is already published on the PrimeHost hosting service Web site.)
- 2 Position the cursor where you want the counter image to appear.
- 3 Choose **Element**→**Image** to bring up the Image dialog
- 4 Type the following in the **Location** field:

```
/NS/Counter/mydirectory/page.htm
```

“mydirectory” should be the directory path for the page.

“page.htm” should be the filename of the page for which you want to count the number of times visited. (This is usually the page where you place the counter.)

If you have Personal-level service, include your home directory in the directory. Your link should look similar to one of these examples:

```
/NS/Counter/username/filename.htm  
/NS/Counter/username/subdirectory/filename.htm
```

If you have Domain-level or higher service, your link should look similar to one of these examples:

```
/NS/Counter/filename.htm  
/NS/Counter/subdirectory/filename.htm
```

Counter images act like regular images. You can align them as you would other images. The only difference is that a new image appears each time your page is visited.

The number of times your page has been visited since you added the counter is stored as a number in the `/mydirectory/.odo.page.htm` file. When you first add a counter, the number of hits is set to 1. You can change the number in this file. For example, you might want to add the number of visits before you added the counter.

Rating Your Page Content



If your pages contain text, images, or other content that might be offensive to children (or to their parents or teachers), you should add a rating to your pages. The rating you add can be used by several browsers that let parents and teachers control the level of potentially offensive material children can see. By rating your pages honestly and encouraging others to do so, you can help reduce the call for government-sponsored censorship of the World Wide Web.

AOLpress supports the Platform for Internet Content Selection (PICS) standard. You can type a label for any PICS implementation. Two popular implementations of the PICS standard are RSACi (Recreational Software Advisory Council on the Internet) and SafeSurf.

Note that AOLpress doesn't control the interface parents and teachers use to control what their children can see or the message children see if they try to access a page with offensive content. Instead, other browsers that allow content blocking based on ratings have windows for setting acceptable rating levels.

→ To rate your page with RSACi:

RSACi will be supported by Microsoft Internet Explorer in the near future.

- 1 Go to the RSAC Web site at <http://www.rsac.org/> and fill out the questionnaire to rate a page, a directory, or your entire site. You will be given a rating that reflects your answers to the questionnaire. Your rating will look similar to this:

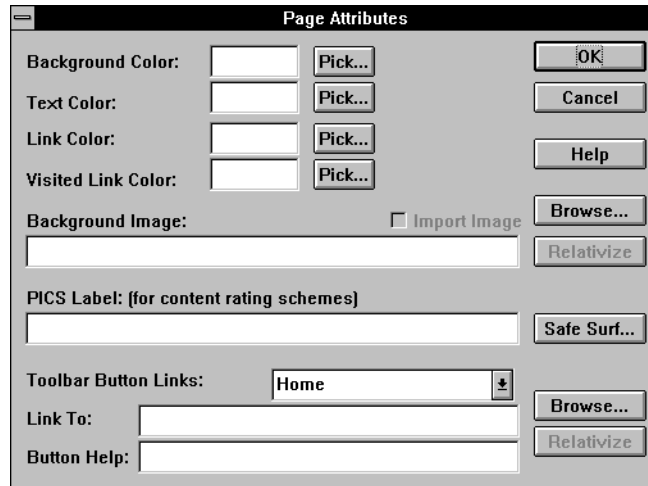
```
<META http-equiv="PICS-Label" content='(PICS-1.0
"http://www.rsac.org/ratingsv01.html" 1 gen true comment
"RSACi North America Server" by "me@myaddress.com" for
"http://www.myaddress.com/index.htm" on
"1996.04.16T08:15-0500" exp "1997.01.01T08:15-0500"
r (n 2 s 0 v 1 1 0))'>
```

- 2 Highlight and copy the part of the rating shown in bold above. (That is, copy all the text between the quote marks at the beginning and end of the "content=" argument in this HTML tag.)
- 3 Choose the **Format→Page Attributes** menu item
- 4 Paste the text you copied into the **PICS Label** field in the Page Attributes dialog

→ To rate your page with SafeSurf:

AOLpress lets you select SafeSurf ratings rather than typing the label by hand.

- 1 Choose the **Format**→**Page Attributes** menu item. You will see the following dialog.

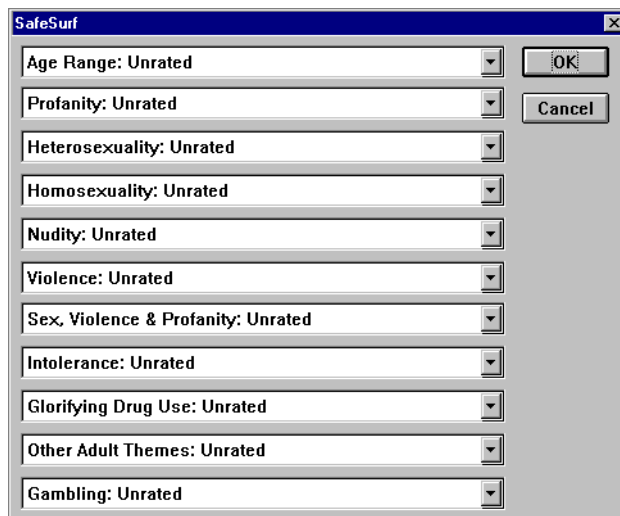


Page rating —

- 2 Click the **Safe Surf** button. You will see a dialog like this:.

- 3 Add a rating by selecting different levels for any set of categories. Initially, all categories are unrated.

For example, the levels for “Nudity” are: subtle innuendo, explicit innuendo, technical reference, non-graphic-artistic, graphic-artistic, graphic, detailed graphic, explicit vulgarity, and explicit and crude.



- 4 After you rate your page in all categories that apply, click **OK**. The SafeSurf rating for the levels you selected will appear in the **PICS Label** field.

For example, if you say your page contains non-graphic-artistic nudity, the rating label will look like this: (PICS-1.0 "http://www.classify.org/safe-surf/" 1 on "1996.05.14T15:36+0800 r (SS~~004 4). You can cut and paste this label to the Page Attributes dialog for your other pages if you like. It is important to rate all your pages that can be found by searching the Web.

- 5 Click **OK** in the Page Attributes dialog when you have finished rating your page. For information on the other fields in this dialog, see page 96 and page 125.

External Viewers for Images

If a browser cannot display a particular image type, the images are represented by an “undisplayed image” icon (or text) on the page. Double-clicking on the undisplayed image icon can spawn an external viewer to display the image. On Windows and Macintosh, for example, you can use Microsoft Imager or Paintbrush as an external viewer. To set the viewers for specific types of images, see page 177.

Image Maps

Image Maps are a special kind of link, based on an image. An image is divided, or *mapped*, into regions. Each region functions as a separate link. A single image, like a diagram of a truck, can be clicked in different places to link to information about that part of the image. Clicking on the truck’s hood could link to an engine specification page, or clicking on a wheel could link to a tire wear comparison.

Image maps work well for geographic maps, diagrams, or large images that function as indexes to more information. For details about creating Image Maps, see page 122.

Setting Colors and Background Images

The section on page 78 showed how to change the color of selected text in your page. In addition, you can change the color of all the text, the linked text, or the background color of a page. You can also use an image file for the background of a page.

Page Colors

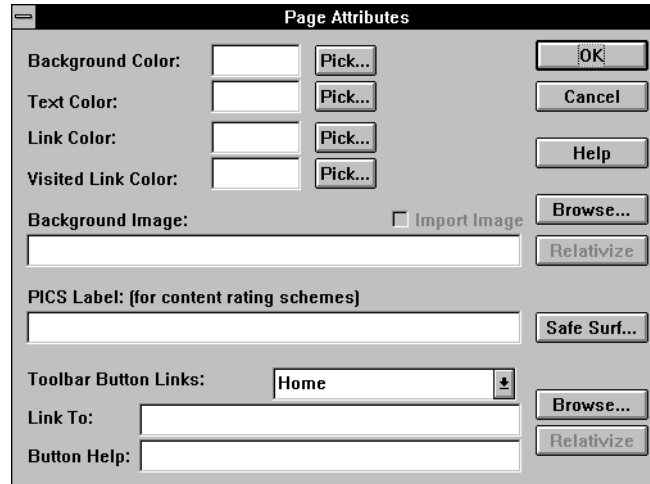
You use **Format→Page Attributes** to set colors and select a background image.



Any browser that allows background color changes will display the colors you set.

→ To set background and text colors for the whole page:

- 1 Choose the **Format**→**Page Attributes** menu item. You will see the following dialog. This dialog allows you to select colors for the page background, the normal text, text with an unused link, and text with a link that you have already used.



- 2 Click **Pick** next to the item whose color you want to set. You will see the standard Color dialog.
- 3 Select a color from this dialog. You may want to choose one of the standard colors so that the background will not be dithered on screens that can only display 256 colors.
 - Another way to set a color is to type the RGB value for the color you want (in hexadecimal numbers) into the field directly. The first two characters are the red value, the next two green, and the final two blue. Therefore #ff0000 is red, #00ff00 is green, #0000ff is blue, #ffff00 is yellow, #000000 is black, #ffffff is white, and #808080 is medium gray.
- 4 Click **OK** in the Color dialog.
- 5 In the Page Attributes dialog, you can set another color or click **OK** to see the effects of your changes.



For information on the other fields in this dialog, see page 94 and page 125.

If you set any color, we recommend that you set all four colors to prevent conflicts with settings your readers may have. For example, if you set a light background color and use the default text colors, a reader with a default background of black and light text may not be able to read your page because the text may appear light on a light background. The default colors are:

Background	Gray: #c0c0c0
Text	Black: #000000
Link	Blue: #0000ff
Visited Link	Deep Purple: #400080

➔ To select a background image:

- 1 Choose the **Format** ➔ **Page Attributes** menu item.
- 2 Type a URL in the **Location** field or **Browse** to find the new image. If the image you select is smaller than the browser window, the image will be “tiled” to fill the whole space. You should use an image with edges that match up when the image is tiled. Tiling allows you to specify a small image that will load quickly.
- 3 You can click the **Relativize** button to change the reference to the background image to a relative URL. If the reference is already a relative reference, you can click the **Absolutize** button to change the reference to an absolute reference. See the “Links” section on page 118 for an explanation of relative and absolute references.
- 4 If you want to copy the background image you selected to the same directory as your page, check the **Import Image** box.
- 5 Click **OK** to see the effects of your changes.

AOLpress shows the page’s background color behind transparent GIF images. However, AOLpress does *not* show background images behind transparent GIF images — instead you’ll see a rectangular area filled with the background color. Don’t worry, other browsers will still show your background image behind your GIF images.

AOLpress also can’t display JPEG images as backgrounds. But, if you select a JPEG file as a background image, most other browsers will display that image in the background.



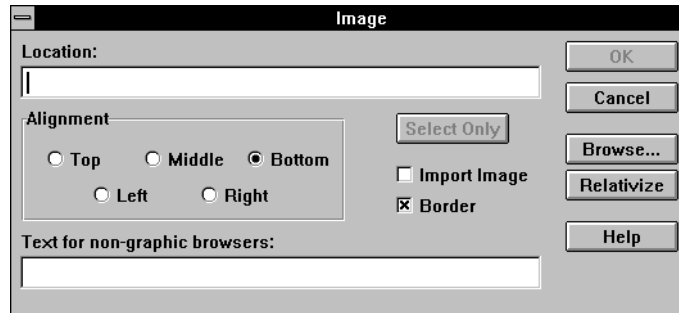
For information on the other fields in this dialog, see page 94 and page 125.

If you use a background image, we recommend that you also set the colors to avoid conflicts with your readers’ settings. In most cases, the colors in your background image should contrast strongly with the text colors you choose and the background image should be simple enough that it doesn’t distract from the text.

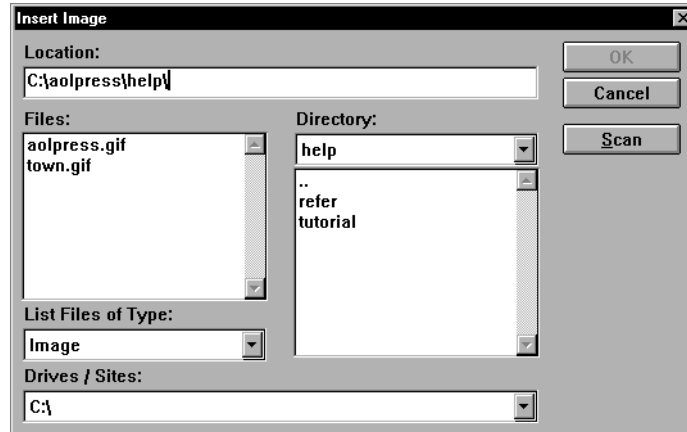
Example: Inserting an Image into Your Page

This section lets you step through the process of inserting an image.

- 1 Choose the menu item **Element→Image** to see this dialog:



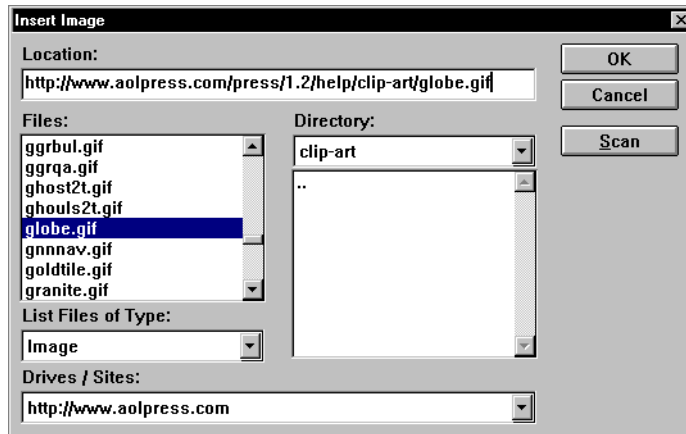
- 2 If you know the URL for the graphic you wish to import, you can type in into the **Location** field in this dialog. Otherwise, if the graphic is on your PrimeHost hosting service directory or your local file system, you can use the **Browse** menu to find it.
- 3 Click **Browse** to see the following dialog:



- 4 First choose a site or local drive to search on. Either
 - Choose a location from the **Drives / Sites** list. This is a list of your drives and the AOLservers you have visited. If you have already published to the PrimeHost hosting service, that Web address is in the list.
 - Type the location or URL in the **Location** field at the top of the dialog.

- 5 Either type or choose `http://www.aolpress.com/`. The **Location** field at the top of the dialog now changes to `http://www.aolpress.com/`.

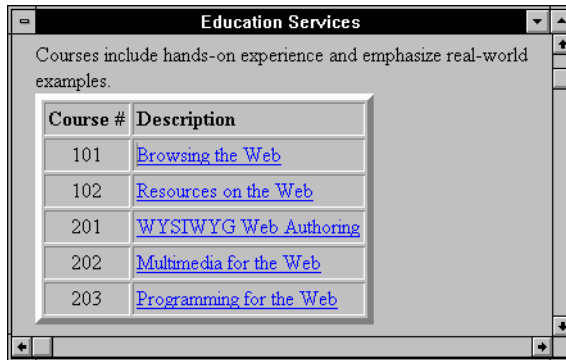
The directory and file listings will look similar to this:



- 6 In the new **Directory** list, double-click on the **press** directory to open it.
- 7 Now double-click on the **1.2** directory, then the **help** directory.
- 8 Finally, double-click on the **clip-art** directory.
- 9 Set the **List Files of Type** field to "Image". The **Files** list now shows file names ending with `.gif` and `.jpg`.
- 10 Scroll down in the list of files and select **globe.gif**. Then, click **OK** to return to the image dialog. The file you selected will be shown in the **Location** field.
- 11 The five radio buttons—**Top**, **Middle**, **Bottom**, **Left**, and **Right**—allow you select how the graphic aligns with the text. Select **Middle**, then click **OK**.

Tables

Tables allow you to align text and images into columns and rows like the one below.



The screenshot shows a web browser window with the title 'Education Services'. Below the title is a paragraph: 'Courses include hands-on experience and emphasize real-world examples.' Below this paragraph is a table with two columns: 'Course #' and 'Description'. The table contains five rows of data, each with a course number and a link to a resource.

Course #	Description
101	Browsing the Web
102	Resources on the Web
201	WYSIWYG Web Authoring
202	Multimedia for the Web
203	Programming for the Web

AOLpress gives you control over the *look* of your tables.

- You can set and modify the number of rows and columns in your table.
- You can add headings and table captions to your table.
- You can set the width of your table's border and the amount of space in the margins of individual table *cells*.
- You can merge cells to create areas that span any number of rows and columns.
- You can align the contents of cells both horizontally and vertically.
- You can put almost anything inside a table cell: text, images, headings, links, forms, horizontal rules — even other tables.

Creating and Formatting Tables

→ To create a table:

- 1 Move your cursor to the place where you want to create the table.



If the items you want to place in the table are already in your page, highlight them before you create the table. When you create the table, the table cells will be filled with the paragraphs you selected (from left to right and then from top to bottom). Lists, forms, and other tables are not split up; the entire list, form, or table is placed in a single cell.

- 2 Choose the **Table→Create Table** menu item. You will see the Table dialog.

- 3 Set the number of vertical columns and horizontal rows you want in your table. (It's easy to change these numbers later.)
- 4 If you want the table to have a caption, type the text for in the **Caption** field. The caption will be centered from left to right either **Above** or **Below** the table.
- 5 The fields at the bottom of the dialog control the borders and spacing of the table.

Course #	Description
101	Browsing the Web
102	Resources on the Web
201	WYSIWYG Web Authoring

- If you want to hide the borders of the table, uncheck the **Border** box. (It's actually easier to edit a table with borders, so you'll probably want to leave this box checked while you are creating the table. When you are finished editing the table, you can hide the borders if you like.)
- The **Border Size** field lets you set the width (in pixels) of the outside border of the table. If you make the **Border Size** a larger number (for example, 10), the table will look like it has a picture frame.
- The **Cell Space** field lets you set the width (in pixels) of the borders between the individual cells in the table.
- The **Cell Pad** field lets you set the amount of blank space (in pixels) between the text or other contents of a cell and the borders of that cell. You can think of this field as setting the margin widths of the cell.

- 6 Click **OK** when you are ready to create the table.
- 7 If you want to change any of these settings later, just put your cursor inside the table and choosing the **Table→Alter Table→Layout** menu item.

Adding or Deleting Table Cells



You can add or delete rows and columns using the options you see when you choose **Table→Alter Table**.

→ To add rows and columns:

- 1 Place your cursor in the row or column after the row or column you want to create.
- 2 Choose the **Table→Alter Table→Insert Row** or **Table→Alter Table→Insert Column** menu item. An empty row or column will be added before the row or column containing your cursor.
- 3 If you want to add rows to the bottom of your table or columns to the right edge of your table, choose the **Table→Alter Table→Layout** menu item. In the dialog box, increase the number of rows or columns in the table.

→ To delete rows and columns:

- 1 Place your cursor in the row or column you want to delete.
- 2 Choose the **Table→Alter Table→Delete Row** or **Table→Alter Table→Delete Column** menu item. The row or column containing your cursor will be deleted.

Putting Elements into Tables

You can put text, graphics, and other elements into table cells just as you would add them elsewhere on a page. Just position your cursor and type. You can also add text formatting, images, headings, links, forms, horizontal rules — even other tables.



If the items you want to place in a table are already in your page, highlight them before you create the table. Then, when you create the table, table cells will be filled with the paragraphs you selected (from left to right and then from top to bottom). Lists, forms, and other tables are not split up; the entire list, form, or table is placed in a single cell.

You can use the arrow keys to move the cursor from the end or beginning of one cell to another. You can start new paragraphs by pressing Enter (or Return). You can force text to wrap to the next line by choosing the **Element→Forced Line Break** menu item.

Cells automatically expand as you add elements. Once the table is as wide as your page window, text wraps to the next line in the cell. When your readers view this page, wide tables are adjusted to fit in the width of their browser windows. We recommend that you test the formatting of your tables with various page window widths.

Formatting Table Cells

A special way of formatting table cells is to make them “header cells”. By default, the text in header cells is shown in bold. You might want to change the cells in the top row or the left column of a table into header cells.

Another way you may want to format cells is to align the contents vertically or horizontally.

→ To create a header cell:

- 1 Place the cursor in the cell that you want to be a header cell.
- 2 Choose the **Table→Header Cell** menu item. The cell becomes a header cell, the text changes to bold, and the text is centered vertically and horizontally in the cell.
- 3 If you want to change a header cell back to a normal cell, choose the **Table→Normal Cell** menu item.

→ To align the table itself:

- If you want to align the entire table to the left, center, or right of the page, choose the **Tools→Show HTML** menu item. Find the `<TABLE>` tag. (It may already contain attributes like `BORDER`, `CELLPADDING`, and `CELLSPACING`.) Add the bold text shown below inside the existing `<TABLE>` tag.

- `<TABLE ALIGN=left>`
- `<TABLE ALIGN=center>`
- `<TABLE ALIGN=right>`

Then, choose the **File→Parse** menu item to apply your changes to the page window.

- To align the table for readers using Netscape, choose the **Tools→Show HTML** menu item. Find the `<TABLE>` tag at the beginning of the table. Add `<CENTER>` before the `<TABLE>` tag. Then, find the `</TABLE>` tag at the end of the table. Add `</CENTER>` after the `</TABLE>` tag.

Then, choose the **File→Parse** menu item to apply your changes to the page window. Click the **Ignore** button in any windows that warn about missing termination tags.

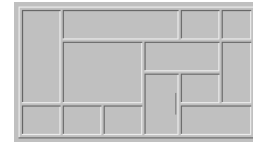
→ To align the contents of cells:

- To change the vertical (top-to-bottom) alignment of the contents of a cell, place your cursor in the cell and choose the **Table→V Align Cell** menu item. You can choose to align the contents to the **Top**, **Middle**, **Bottom**, or **Baseline** of the cell.
- You can choose the **Table→V Align Row** menu item to vertically align the contents of all the cells in a table row. (If you align the contents of a cell, that setting overrides the alignment of the row.)

- To change the horizontal (left-to-right) alignment of a cell, highlight the text you want to align and choose the **Format→Paragraph** menu item. You can choose **Align Left**, **Align Right**, **Align Center**, **Align Flush**, or **Align Default** to align the paragraphs. (“Align Flush” aligns both the left and right edges of the text. “Align Default” removes any previous paragraph alignment.) If you highlight the entire table, you can change the alignment of all the cells in the table.
- To align an image with text, highlight the image and choose the **Element→Get Attribute** menu item. In the Image dialog, choose an **Alignment** option—**Top**, **Middle**, **Bottom**, **Left**, or **Right**—to align the image with the adjoining text.

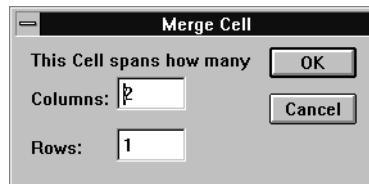
Merging and Splitting Table Cells

You can merge table cells to create areas that span rows and columns. For example, you could create a table like this one:



→ To merge table cells:

- 1 Move your cursor to upper-left cell in the set of cells you want to merge.
 - Merging cells deletes the contents of all the cells you merge, except the contents of the upper-left cell. To keep the contents of the other cells, cut and paste them into the upper-left cell of the area before you merge cells.
- 2 Choose the **Table→Merge Cell** menu item. You will see the Merge Cell dialog.



- 3 Type the number of **Columns** and **Rows** the cell should span, and click **OK** to merge the cells. For example,

If you place the cursor in the upper-left cell of this table and merge that cell to span 2 columns and 2 rows ...



... the result will be a table that looks like this:



- 4 If you want to unmerge cells, choose the **Table→Split Cell** menu item. The merged area will be split into the number of columns and rows that were merged. (You cannot split cells unless they have already been merged.)

Forms

Forms provide a way for readers of your Web page to send you information. For example, one of the forms in an electronic mail order company would allow the customer to specify their name, address, credit card number, and telephone number. This section explains how you create forms.

Quick Start

Here is a quick summary of commands you can use to create forms:

Create a form within a page

Insert a form element into a form

Radio button

Check box

Text field

Text area field

Selection List

Image field

Reset

Submit

Format→Form

Click appropriate button on form palette:

Radio



Check



Text



TArea



Slist



Image



Reset



Submit



Starting Points

AOLpress helps anyone to create and edit forms in a Web page. You select the types of field you want to create and click in the page to create it.

When you submit a form on the Web, a program on the server runs to send email, get information from a database, or whatever the particular form does. Normally, you would have to write programs to do these things.

However, some built-in programs are provided with the PrimeHost hosting service. These programs let you use forms without being a programmer. See page 108 for details.

Layout and Design

A Form has *Field Elements* that are inserted into a form by clicking the button on the form palette to produce the desired dialog box. Setting the attributes in the field element dialog and clicking **OK** inserts a form element at the cursor position within the form. AOLpress allows you to create eight types of field elements: Text Fields, Radio Buttons, Check boxes, Text Areas, Selection Lists, Image Fields, Reset buttons, and Submit buttons. Each field element needs to have a *Form Tag* (you can think of it as analogous to a variable name in a computer program) to identify the field when the results are sent to the form handler. See the “Use the Form Palette” section below.

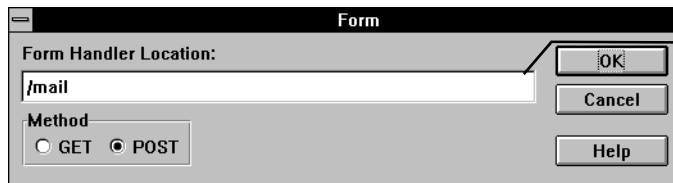
More than one form may be created within an HTML document, but forms cannot be nested. The Form palette is visible when the cursor is inside the form and disappears when the cursor is outside of the form.

Text, images, links, etc. can be inserted and modified in the form just as in the rest of the page. Form elements can be dragged-and-dropped or cut and pasted, but must always be placed within a form.

Creating Input Forms

→ Create a form that will run the program:

- 1 Choose the **Format**→**Form** menu item to see this dialog:



Enter location of program or script

- 2 Type the URL of your CGI program or script in the **Form Handler Location** field. The next section talks about the built-in form handlers you can use.

- 3 In the **Method** field, select the HTTP method that will be used to submit the form to the server. The choices are **GET** and **POST**. Most servers (all AOLservers) support both **GET** and **POST**; older servers may only support **GET**. You should use **POST** if you can, because it allows larger transmissions. The returned format of the form data is slightly different depending on whether the data came in a **GET** or a **POST**.
 - **GET** causes the filled-out form contents to be appended to the URL as if they were a normal query.
 - **POST** causes the filled-out form contents to be sent to the server in the hidden header information rather than as part of the URL.

In addition, the *Form Palette* appears containing 8 buttons for field elements. You can move the Form Palette anywhere on your screen.

- 4 Two dotted lines appear surrounding the form. Click the cursor inside the form on the page (between the dotted lines) to make the Form Palette visible. Click the cursor outside the form, to hide the Form Palette.
- 5 Display or hide the dotted boundary of the form with **Format→Hide Borders/Show Borders**. This also displays/hides dashed borders around lists. It is common to use Horizontal Rules to help readers distinguish the borders of a form within a page.
- 6 Click **Format→Exit Form Format** when the form is at the bottom of the page and there is nothing beneath the form to click into, and you want to exit the form.
- 7 Use the option **Format→Remove Form Format** to remove the form. You must remove all form elements first, but the software reminds you to do this.



A page can contain more than one form, but forms cannot be nested within each other.

Choosing a Form Handler

- If you are a PrimeHost hosting service customer, you can use the built-in mail program to get better formatted email messages from your forms. Type `/mail` as the **Form Handler Location**. In the **Method** field, select **POST**. To use this program, your form also needs to contain fields called “mailfrom” and “mailto”. These can be any type of field. Normally, the “mailfrom” field will be a text field in which readers type their email address. The “mailto” field is usually a hidden field where you store your own email address. See page 138 to learn how you can create a hidden field by editing the HTML. The tag for a hidden “mailto” field should look like this:

```
<input type=hidden name=mailto value="you@youraddr.com">
```

- If you have the Commercial or Dedicated level of PrimeHost hosting service (or your own AOLserver), there are a number of built-in programs for searching and adding information to database tables. See the AOLserver documentation for more information.
- If you have the Commercial or Dedicated level of PrimeHost hosting service (or your own server), you can write your own form handling programs. These programs can use the AOLserver API or the CGI (Common Gateway Interface) For more information, see the AOLserver documentation. For resources and examples, see the PrimeHost hosting service Developers' Corner at <http://www.primehost.com/>.

Using the Form Palette

Now that the form is created in the document it needs *Field Elements*: Text Fields, Radio Buttons, Check Boxes, Text Areas, Selection Lists, Image Fields, Reset buttons, and Submit buttons.

Each field element needs to have a *Form Tag* to identify the field when the results are sent to the form handler.



Radio Buttons

A *Radio Button* is a diamond-shaped or circular button that you can click either on or off. One or more Radio Buttons can be grouped by giving all the buttons in the group the same "Form Tag". The group then acts like a single field in which only one of the buttons can be switched "on" at a time. The value of the button that is switched on becomes the Value Tag of the Radio Button field when you submit the form.



For example, you might have a group of Radio Buttons that all have a Form Tag of "fruit". The individual Buttons in the group could have Button Labels and Value Tags of Banana, Apple, Orange, and Kiwi. When you submit the form, the value of the "fruit" field is the selected fruit.

→ Add a Radio Button::

- 1 Position the cursor where you want the Radio Button to be.
- 2 Click the **Radio** button on the form palette to see this dialog:

Buttons with same form tag are bound together

If selected, radio button is turned on when form is selected

The dialog box is titled "Radio". It contains the following fields and controls:

- Button Label:** A text field containing "Banana".
- Form Tag:** A text field containing "Fruit".
- Value Tag:** A text field containing "Banana".
- Default:** A checkbox that is currently unchecked.
- Buttons:** "OK", "Cancel", and "Help" buttons are located on the right side.

Text that follows button, identifying it on your page

Internal variable name, must be unique within a group

- 3 Specify values for **Button Label**, **Form Tag**, and **Value Tag**.
 - The **Button Label** is the text that follows the button, and therefore identifies it, in your page. It is not submitted with the form.
 - All Radio Buttons with the same **Form Tag** are bound together. Only one of them may be selected at a time.
 - The **Value Tag** is the internal variable name. Each Value Tag must be unique within a group of Radio Buttons with the same Form Tag.

For example, creating three Radio Buttons with values like these:

Three overlapping "Radio" dialog boxes are shown, illustrating different configurations:

- Leftmost dialog:** Button Label: "Banana", Form Tag: "Fruit", Value Tag: "Banana", Default: unchecked.
- Middle dialog:** Button Label: "Apple", Form Tag: "Fruit", Value Tag: "Apple", Default: unchecked.
- Rightmost dialog:** Button Label: "Kiwi", Form Tag: "Fruit", Value Tag: "Kiwi", Default: checked (indicated by an 'x' in the box).

Results in a Radio Field that looks like this:

☐ Banana ☐ Apple ☒ Kiwi

- If **Default** is selected, this Radio Button is on when the Form is reset. There can be no more than one default radio button with the same **Form Tag**.
- 4 Click **OK** to insert the Radio Button at the cursor position within the form.

Check Boxes

Check Boxes are similar to Radio Buttons, except that they allow multiple Value Tags to be submitted with the same Form Tag. The dialog and mechanism for placing Check Boxes in your form are similar to those for the Radio Button.



→ Add a Check Box:

- 1 Position the cursor where you want the Check Box to be.
- 2 Click the **Check** button on the form palette to see this dialog:

If selected, box is turned on when form is initialized

Resulting field: ☒ Send me more info

- 3 Specify values for **Button Label**, **Form Tag**, and **Value Tag** and You may also click **Checked**.
 - The **Button Label** is the text that follows the check box, and therefore identifies it, in your page. It is not submitted with the form to the server.
 - All Check Boxes with the same **Form Tag** are in a group.
 - The **Value Tag** is the internal variable name. Each Value Tag must be unique within a group of Value Tags with the same Form Tag. If the Check Box is selected, a string like “Form_Tag=Value_Tag” is submitted when the Form is submitted. The Check Box allows multiple Value Tags with the same Form Tag. If multiple Check boxes with the same Form Tag are selected, a string like “FormTag=ValueTag1,ValueTag2,... ValueTagN” is submitted.
 - If **Checked** is selected, the Check Box is turned on by default when the Form is initialized. More than one check box with the same **Form Tag** may be **Checked**.
- 4 Click **OK** to insert the Check Box at the cursor position within the form.

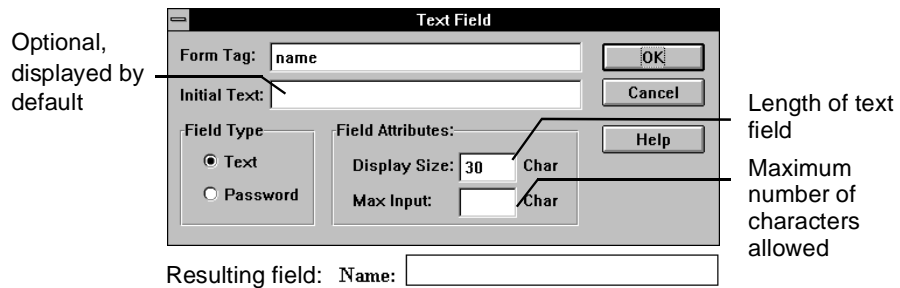
TextFields

The Text Field is a one-line box on the Form where the user may type in text. It can have an initial setting, or it can be blank.



→ Add a Text Field:

- 1 Position the cursor where you want the Text Field to be.
- 2 Click the **Text** button on the form palette to see this dialog:



- 3 Specify values for **Form Tag** and, optionally, **Initial Text**.
 - Initial Text, if specified, is displayed within the text field by default and is submitted with the form data if the user has not typed over it.
- 4 Select the **Field Type**, either **Text** or **Password**.
 - If **Text** is selected, the text that the user types appears in the field.
 - If **Password** is selected, an asterisk (*) appears instead for each letter.
- 5 Enter, optionally, **Display Size**.
 - **Display Size** controls the length of the text field, as displayed in the form.
- 6 Enter, optionally, **Max Input**.
 - **Max Input** controls the maximum number of characters that the user is allowed to type in. If you do not specify this, you will be limited by whatever the limit is for the system, often infinite.
- 7 Click **OK**, and the text field appears where the cursor was positioned.

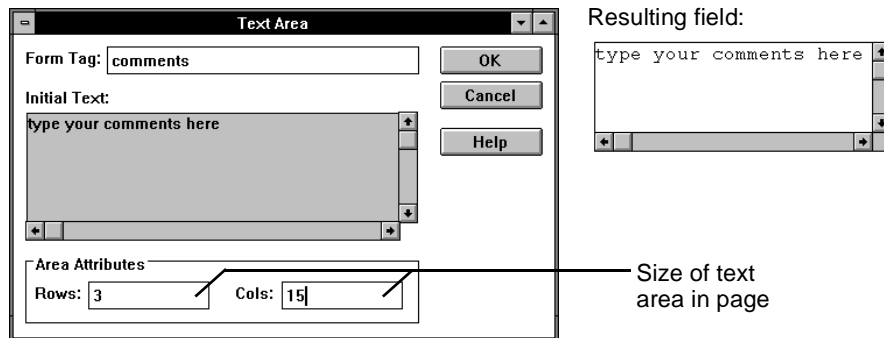
Text Areas

If you want to input more than one line of text you should use a **Text Area** rather than a **Text Field**.



→ Add a Text Area:

- 1 Position the cursor where you want the Text Area to be.
- 2 Click the **TArea** button on the form palette to see this dialog, which allows you to insert a text area (a scrollable area in which the user can type more than one line of text) into a form.



- 3 Specify values for **Form Tag** and, optionally, **Initial Text**.
 - Initial Text, if specified, is displayed within the text area by default and is submitted with the form data if the user has not typed over it.
- 4 Optionally specify the **Area Attributes**: **Rows** (number of rows) and **Cols** (number of columns).
 - This sets the size of the Text Area in the page. The number of characters a user may enter into a text area may be greater than fits into it, but the horizontal and vertical scrolling allow the user to read everything in the text area.
 - When adding text, scrolling occurs automatically when you press Enter (or Return).
- 5 Click **OK**, and the text area appears where the cursor was positioned.

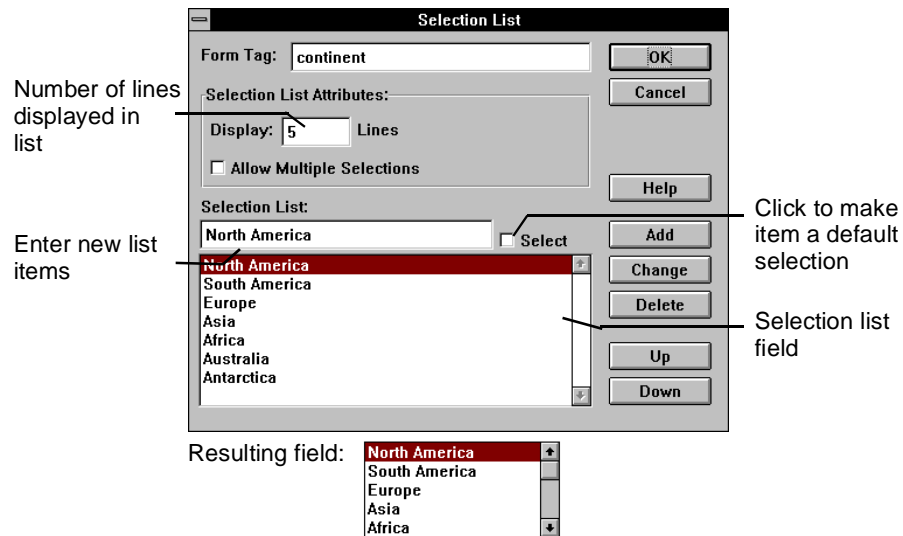
Selection Lists

You can insert a *Selection List*—either a scrollable list from which the user may select one or many items, or a pull-down list from which the user may select one item—into a form.



→ Add a Selection List:

- 1 Position the cursor where you want the Selection List to be.
- 2 Click the **SList** button on the form palette to see this dialog:
- 3 Specify a value for the **Form Tag**.



- 4 In the **Selection List Attributes** box enter the number of lines to be displayed in the **Display: # Lines** field.
 - The default is to display one line. When only one selection is allowed (see the next step) it is common to display one line, since clicking on the Selection List provides a pull-down list from which the one selection can easily be chosen.
 - When multiple selections are allowed, the selection list is displayed as a scrollable list and it is probably best to set number of lines to display to at least two for clarity and ease of use.
 - If when using a Selection List that allows multiple selection you wish to make multiple, non-consecutive selections, depress the CTRL key (Command key on Macintosh) when making these selections. Otherwise the subsequent mouse clicks deselect the previous selection(s).

- 5 In the **Selection List Attributes** box choose, by clicking, whether to **Allow Multiple Selections**.
 - The default is to not allow multiple selections.
- 6 Insert the items into the **Selection List**.
 - Enter a list item in the **Selection List** field.
 - Optionally click the **Select** box to make the item a default selection. Unless the **Allow Multiple Selections** box is checked, there can be only one item selected as the default.
 - Click **Add** to add the item to the list.
- 7 To change the text or default status of an item in the list, highlight the item in the text area (so that it is displayed in the **Selection List** field) make the changes, and press **Change**.
- 8 To delete an item from the selection list, highlight the item in the text area (so that it is displayed in the **Selection List** field) and click the **Delete** button.
- 9 To change the order of items in the selection list, highlight the item (so it is displayed in the **Selection List** field) and press **Up** or **Down** buttons to move the highlighted item through the list.
- 10 Click **OK**, and the selection list appears where the cursor was positioned.

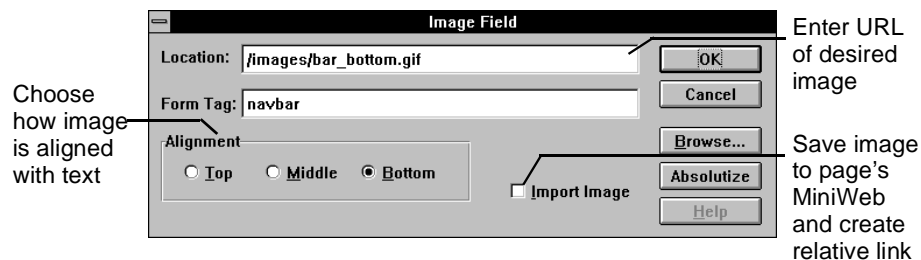
Image Fields

You can insert a “clickable” image into a form. Clicking on the image immediately submits the form, sending the x and y position of the click.



➔ Add an image field:

- 1 Position the cursor where you want the image to be.
- 2 Click the **Image** button on the form palette to see this dialog:



Resulting field:

- 3 Specify a value for the **Form Tag**.

- 4 Enter the **Location** of the image. Either:
 - Enter a URL or the local file name in the **Location** field.
 - Click the **Browse** button to search the directories and locate and select the file.
- 5 Choose, by clicking, an **Alignment** option—**Top**, **Middle**, or **Bottom**—to choose how the image is aligned with the adjoining text.
- 6 Click, optionally, on **Import Image**.
 - If imported, the image file is saved to the page's MiniWeb and has a relative link.
 - Otherwise, the image remains outside the directory with an absolute URL.
- 7 Click **OK**, and the image appears where the cursor was positioned.

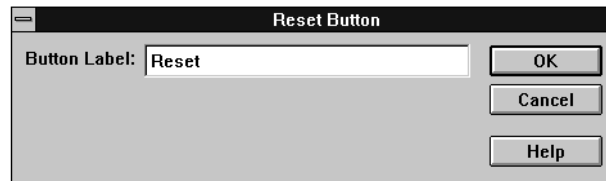
Reset

A form can have a Reset button. When pressed by the user, it sets the other field elements to their initial state.



→ Add a Reset Button:

- 1 Position the cursor where you want the Reset button to be.
- 2 Click the **Reset** button on the form palette to see this dialog, which allows you to insert a Reset button, a box labeled, by default, **Reset**, into a form.



- 3 Type, optionally, a **Button Label**. The default is Reset.
- 4 Click **OK**, and the Reset button appears in the form at the cursor position.

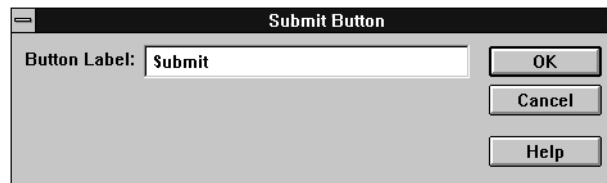
Submit

A form can have a Submit button. When clicked, it submits the current form to the form handler that was specified when the form was created.



→ Add a Submit Button:

- 1 Position the cursor where you want the Submit button to be.
- 2 Click the **Submit** button on the form palette to see this dialog, which allows you to insert a Submit button, a box labeled, by default, **Submit**, into a form.



- 3 Type, optionally, a **Button Label**. The default is Submit.
- 4 Click **OK**, and the Submit button appears in the form at the cursor position.
Image fields act as submit buttons, and if a form contains only a single text field (no other form elements), pressing Enter (or Return) within the text field submits the form to the form handler.

Changing Forms

Text, images, links, etc. can be inserted and modified in the form just as in the rest of the page. Form elements can be dragged-and-dropped and cut and pasted, but must always be placed within a form.

Form elements can be modified by selecting the element in the form and clicking the form palette button which corresponds to the type of form element selected. This produces the dialog for the selected form element with the current attributes displayed. Making changes in the dialog and clicking **OK** effects the changes in the form element.

→ Change the form handler location or method:

- 1 Place the cursor within the form to be changed.
- 2 Choose **Format**→**Form**.
 - This produces the **Form Handler** dialog with the current **Form Handler Location** and **Method** displayed. Making changes in the dialog and pressing **OK** implements the changes in the form.

Links

Quick Start

Here is a quick summary of commands you can use with images:

Create Links	Select text ... Element → Link
Create Anchors	Select text ... Element → Anchor
Change Links and Anchors	Control/Option-select link ... Element → Link or Element → Get Attribute
Create AutoLinks	Open page with text... Tools → AutoLinks . Type in choice of AOLserver.

Parts of a Link

Links

A link is a cross-reference to another file or target location in a file. Other files and anchors are the targets of links. A link can be either an *absolute* link or a *relative* link.

- **Absolute links** specify the full location of a file. You can only use absolute links to link to a file on a different server or disk.
- **Relative links** omit part of the file specification and use the current location as the default. (For example, `http://www.mydomain.com/customer/index.html` is an absolute reference. Relative references to this file depend on where your current directory is could be `index.html` or `customer/index.htm`. See the "References Between SubWebs" section on page 160 for more about the syntax of relative references.)

It's usually best to use relative links within your own Web site. Relative links allow you to move the entire directory tree to a new location without breaking your links. You should try to use absolute links only to references files outside your own Web.

AOLpress can automatically change references from absolute to relative references and back for you. If you see a **Relativize** button in a dialog for creating links or setting image attributes, the link is currently an absolute link and you can click this button to make it a relative link. If you see an **Absolutize** button, you can change the relative link to an absolute link. Also, when you choose the **File**→**Save As** menu item, the **Options** button provides a dialog that allows you to convert all relative references to absolute references by checking the **Relative Links to Full URL** box.

Anchors

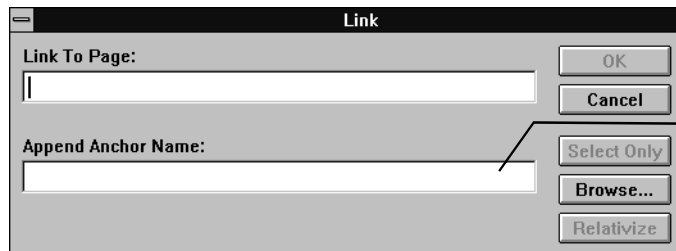
An anchor is a target location within a page. Links can point to anchors in the same page as the link or in another page. Anchors are often used in longer pages so that readers can quickly find different parts of the page. The “anchor” is the place on the page you want to move to. The links you create can point to these anchors. Anchors don’t do anything when you click on them, they are only *place holders* to be linked to.

Creating Links

Using the Link Dialog

→ Make a link:

- 1 Select the text you would like to make a link, either to another web site or another page within your MiniWeb.
- 2 Choose the **Element**→**Link** menu item to bring up the **Link** dialog.



Internal name given to selected text.

- 3 Type the URL in the **Link To Page** field, for example, `http://gnn.com/`
- 4 If you want to link to some place in the middle of a page, type an anchor name in the **Append Anchor Name** field. You will also need to create an anchor with the same name in the page you referenced in the **Link To Page** field. See page 120 for details.
If the anchor you want to link to is in the same page as the link (that is, if you just want the link to scroll the page), you don’t need to type the name of the page in the **Link To Page** field.
- 5 Click **OK**.

The text you selected in your document is now colored, italic, and underlined. This is a link to the URL you specified. Clicking on your newly created link takes you to the page you chose, at the part of the document where it is anchored.

Other Buttons in the Link Dialog

The Link dialog also contains these buttons:

Cancel	Close the Link dialog box:
Select Only	If the text you selected already contains a link, then that link URL is displayed in the Link to Page field and the Select Only button is enabled. Because selecting text by dragging and highlighting is inaccurate, selecting this button ensures that you select only the text that was the previous link.
Browse	Allows you to browse your local files or your PrimeHost hosting service directory for files to choose as links. If you enter a site that you cannot browse, you get a message “Cannot Browse Location.” (For details on using such file selection dialogs, see page 38.)
Relativize or Absolutize	Click the Relativize button to change the link reference to a relative URL. If the reference is already a relative reference, click the Absolutize button to change the reference to an absolute reference. See page 118 for an explanation of relative and absolute references.
Help	Provides an online Link Help Page.

Making Anchors Within a Page

Anchors allow you to use plain text in a document and link to that exact part of the document. The anchor is not a link and cannot be clicked on. It is used as a target text, for example in a long page with an index or a table of contents.

➔ Make an anchor within a page:

- 1 Type or select some text in your page.
- 2 Choose the **Element➔Anchor** menu item.
- 3 Type an anchor name in the text field. For convenience, use an anchor name that is related to the text you selected. For example, you could type **Top** if you are placing an anchor at the top of the page so that links within a long page can jump back to the top of the page.

If you already created a link to this anchor, use the same anchor name you used in the link dialog.

- 4 Click **OK**. The text you selected in your document turns magenta. This reminds you where the anchors are in your page. Other browsers will show anchors as normal text.


→ **To check anchor names or remove anchors:**

- If you forget an anchor name and want to create a link to that anchor, select the anchor text and choose **Element→Anchor**. You will see the anchor name in a dialog.
- If you erase the anchor name from this dialog and click **OK**, the anchor will be removed from the page.


Copying and Pasting URLs

In addition to selecting text to link to, you can copy-and-paste URLs from almost any source, including Hot Lists and web pages. To copy a URL from the Hot List:

→ **Copying a URL:**

- If the page you want to link to is stored in your Hot List, open your Hot List with the **Browse→Hot List** menu item, select the page you want to link to, and click the **Copy URL** button. This copies the URL of the page so that you can paste it.
- If you've already opened the page whose address you want to copy, choose the **Edit→Copy URL of Page** menu item (or click the **Copy URL** button in the toolbar). This copies the URL of the current page so that you can paste it. 
- If the page you want to link to is listed as a link on another page, highlight that link and choose the **Edit→Copy URL in Selection** menu item (or click the **Copy URL** button in the toolbar). You can hold down the Ctrl key on your keyboard while you highlight a link to prevent AOLpress from opening that page. This copies the URL of the link so that you can paste it.

→ **Pasting a URL to create a link:**

- If you want AOLpress to fill in the text for the link, position the cursor where you want to create the link, and choose the **Edit→Paste URL** menu item (or click the **Paste URL** button in the toolbar). This creates a link to the URL you copied. If you copied the URL of a page, AOLpress adds the title of that page as the text for the link. If you copied the URL of a highlighted link, AOLpress adds the URL of the page as the text, instead. 
- If you want to turn existing text into a link, highlight the text you want to link, and choose the **Edit→Paste URL** menu item (or click the **Paste** button in the toolbar). This makes the highlighted text a link to the URL you copied.

Changing Links

→ Modify an existing link:

- 1 CTRL+select an existing link, or, if the link is one word, CTRL+double-click on the link.
- 2 Choose the menu **Element**→**Get Attribute** or **Element**→**Link**.

You can now make any changes to your link just as you would if you were creating a new link from plain text.

→ Remove a link:

- 1 CTRL+select an existing link, or, if the link is one word, CTRL+double-click on the link.
- 2 Choose the menu **Element**→**Unlink**.

The selected text now appears in the state it was before it was a link.

Image Maps—Multiple Links from an Image

Image maps let you send readers to different places depending on where they click on an image. For example, you can create an image map with symbols for parts of your business (support, sales, products) or parts of your Web site. When a reader clicks on a symbol in the image, the browser moves to the page for that subject.

For example, this image map from America Online's home page contains buttons that link to different pages.



Server-side and Client-side Image Maps



AOLpress can create both server-side image maps and client-side image maps:

- **Server-side image maps:** When a reader clicks on a map image, the browser sends the coordinates of the click to the server, which runs a program to process the coordinates and decide which “hot spot” the mouse clicked on. The server then returns the page for that location in the map.
- **Client-side image maps:** Information about the map's links is stored as part of the page. When a reader clicks on the map image, the browser decides which “hot spot” the mouse clicked on and asks the server for the correct page. This provides several advantages:
 - Following client-side image map links is faster because less communication with the server is needed.

- Pages that use client-side image maps are portable to any server. (The syntax for server-side image map files varies depending on the type of server, so server-side image maps are not portable. For information on using AOLpress' server-side image maps on a different type of server, see the image map information in the AOLpress FAQ at <http://www.primehost.com/faq>.)
- Most browsers that support client-side image maps show the link destination in the status bar as you move your cursor over the image. AOLpress also highlights linked areas as you move your cursor over the map.

However, the disadvantage to using only client-side image maps is that some browsers don't yet support them. Therefore, it is best to create both types of maps for the same image. Browsers that support client-side image maps use the map stored in your page, and browsers that don't support them will contact the server to interpret the map.

Creating Image Maps

AOLpress makes it quick and easy to create both types of maps for the same image. First you create the image and include it in your page. Then you define the areas of the image that are linked to other pages. If you are unfamiliar with how to import and use images in documents, see page 87.

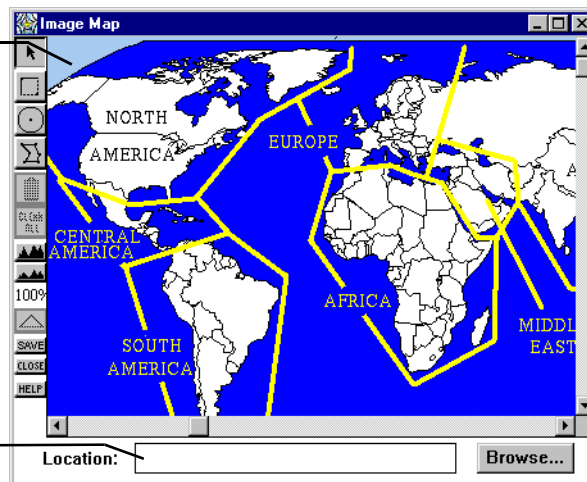
→ Creating an image map:

- 1 Select an image in your page that you want to turn into an image map.
- 2 Choose the **Element**→**Image Map** menu item to see the Image Map dialog. You can resize the Image Map dialog to see more of your image.



Draw hot spot locations on the image.

Type location for the selected shape



- 3 Select a shape tool (for example, the circle tool) and draw a shape on your image.

- 4 In the **Location** field, type the link you want this shape to use. The link can be any link you could normally use for linked text or images. For example, `mypage.htm`, `http://gnn.com/`, or `mailto:myaddress@me.com`. You can click the **Browse** button to search for a page you want to link to. See page 118 for details on links.

If you type in the **Location** field when no shape is selected in the image, you will be asked if you want to create a default rectangle. The “default rectangle” lets you specify a link to follow when someone clicks on the image but not inside any of the other shapes you have drawn on the map.

- 5 Press Enter (or Return) or select another tool from the tool bar.
- 6 Move your cursor around the image. When your mouse moves over a shape, you will see a label that shows the location of the link. Where two shapes overlap, you see the location for the shape that is on top. You can use the “Ordering” tool in the toolbar to change which shape is on top.



The toolbar to the left of the Image Map dialog lets you create and manipulate the shapes of areas that will be links.



Arrow: Use this tool to select an existing shape so that you can set a location, move, resize, delete, or change the stacking order of the shape.



Rectangle: Use this tool to create rectangular areas in your map. Then, type a location for that area. If you want to set a default location for all the parts of the image that don't have shapes, draw a rectangle around the entire image. Set the default location for this shape. Then, select the shape and use the “Ordering” tool to move this shape to the back.



Circle: Use this tool to create circular areas in your map. Then, type a location for that area.



Polygon: Use this tool to create multi-sided shapes in your map. Then, type a location for that area.



Delete Shape: Click this button to delete the currently selected shape.



Delete All Shapes: Click this button to delete all the shapes in the map.



Magnify: Click this button to zoom in and make the image appear larger.



Reduce: Click this button to zoom out and make the image appear smaller.



Ordering: Select a shape, then click this tool to select from a menu that lets you **Bring to front**, **Bring forward** (one layer), **Send backward** (one layer), or **Send to back**. If two shapes overlap, the link for the shape in front is used.



Save: Use this button to save your changes. You will see a dialog that looks like the one to the right. By default, AOLpress creates both a server-side map file for use on the AOLserver (with an extension of `.nvm`) and client-side map information, which it stores in your page with the name you specify. You can uncheck one of the fields if you don't want to create both types of map files. See page 122 for details about server-side and client-side image maps.



Close: Click this button to close the Image Map dialog. You will be prompted to save any changes you have made.



Help: Click this button for online help on making image maps.

You can see the `.nvm` file you create for server-side image maps in the MiniWeb view. If you delete an image map from a page (by highlighting it and pressing the Delete key), the actual image and image map files are not deleted. To delete the files, you can use **File→Delete** or select and delete the files' icons in the MiniWeb view.

Toolbar Navigation Buttons



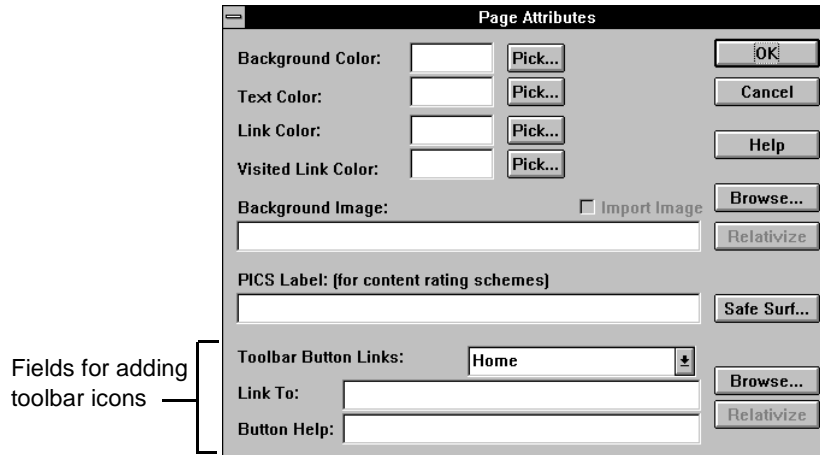
You can add icons to the toolbar that link to pages like your “Home”, “Next” and “Index” pages. Each page can have whatever set of toolbar icons you want to add. Many browsers do not currently display these additional toolbar icons, but for browsers that do display them, you can make navigation much easier. (Until most browsers support icons to the toolbar, we recommend that you also provide navigation links within your pages.)

For example, the extra buttons in the toolbar for the online version of this manual look like this:















→ Adding toolbar navigation buttons:

- 1 Choose the **Format**→**Page Attributes** menu item. You will see the following dialog. The fields at the bottom of this dialog allow you to add toolbar icons.



- 2 In the **Toolbar Button Links** field, select the type of toolbar icon you want to add. You can add the following types of icons:

	Link to the home page		Link to the “next” page in a series of related pages
	Link to the table of contents		Link to the “previous” page in a series of related pages
	Link to the index		Link to help information for this site
	Link to the glossary		Link to a bookmark you want to provide
	Link to the copyright information		Link to the “first” page in a series of related pages
	Link to the next “higher” level in a hierarchy of pages		Link to the “last” page in a series of related pages

- 3 In the **Link To** field, type the location of the page you want this icon to link to. You can click the **Browse** button to search for the file you want. You can change the link from absolute to relative and back with the **Absolutize/Relativize** button.
- 4 If you want to change the text shown when the mouse cursor hovers over this icon, type your text in the **Button Help** field. For example, if you create a bookmark icon, you should provide information about what type of page the bookmark links to.

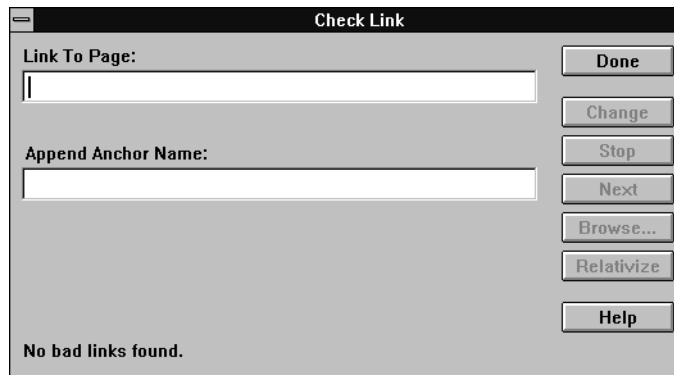
- 5 Click **OK** to see the effects of your changes. For details on other fields in this dialog, see page 96 and page 94.

Checking Links

You use this AOLpress function to make your web information as accurate as possible. *Check Links* gives you the ability to select a page and check most of the links it contains. AOLpress finds links that are not working, for whatever reason. You can then edit your document and links as needed. Without Check Links, you would have to click on each link in the document to verify it.

→ To check the links in any Web page:

- 1 Open any Web page, either in your local directory or on a web server.
- 2 Choose menu **Tools**→**Check Links** to see the Check Links dialog.
- 3 Watch the dialog box.



AOLpress scans all links to the page and verifies that they exist. A status message at the bottom of the dialog box keeps you apprised on AOLpress' activity. If it finds a bad link, the status message changes to indicate the problem. If no bad links are found you get "no bad links found" message.

If you get a "Could not find 'http://....' message, you can edit the URL.

Link to Page

→ Edit the URL:

- 1 Edit the URL as necessary in the **Link to Page** field.
- 2 Select the **Change** button.

This corrects the link in the page and moves on to check the next link.

Appending an Anchor Name

→ Add an anchor to the URL:

- 1 Type in an anchor name in the **Append Anchor Name** field.
- 2 Select the **Change** button.

This changes the link, adds the anchor, and moves on to check the next link.

Closing the Check Links Dialog

While the Check Links dialog is open, your page is locked. You cannot browse any links until you close the Check Links dialog. If you try you get a “This page is temporarily locked...” message at the bottom of your Page window. You can use the **File→Open** dialog to load pages though.

→ Close the Check Links dialog:

- Click the Done button.
 - You can also cancel the link checking while it is in progress by clicking this button.

Stopping Link Checking

→ Abort the link checking:

- Click the **Stop** button.

This gives you an “aborted ‘http://...[name of link currently being checked]’” message and allows you to change the link.

Checking the Next Link

→ Continue link checking:

- Click **Next**.

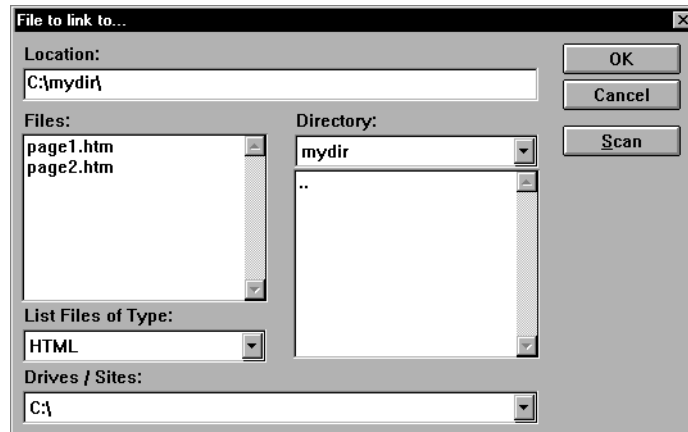
Use after interruption, or if you wish to leave in a link that is currently unavailable.

Browsing to Choose Links

If you want to change the URL of a link, you may want to browse your local files or your PrimeHost hosting service directory.

→ Browse files or a server:

- 1 Click **Browse**.
- 2 Click on the down-arrow to the right of the **Drives / Sites** field to choose a drive or server to browse.
- 3 Use the **Files** and **Directory** lists to browse files and directories once you have chosen a drive or server.



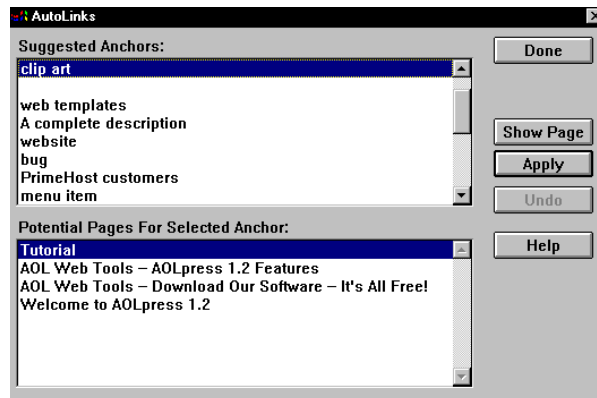
If you enter a site you cannot browse, you see a “Cannot Browse Location” message.

AutoLinks

AOLpress can search the AOLserver that hosts your pages for other pages you might want your pages to link to. Then, you can choose whether you want AOLpress to create each link. All the pages on the PrimeHost hosting service server or the AOLserver you choose are searched for possible links.

→ **To AutoLink a page:**

- 1 Open the page in which you want to create links with AOLpress.
- 2 Select **Tools**→**AutoLinks**.
- 3 In the “AutoLinks” window, select the AOLserver you want to search. For example, you can type `http://members.aol.com/` (or select it from the pull-down list).
- 4 Click **OK**. AOLpress sends your page to the server, and the server uses natural language processing technology to identify potential links from your page to pages on the server.
- 5 You may be prompted for your username and password. Type these and click **OK** to access the server.
- 6 When the server has finished examining your page, AOLpress opens a window that lets you select which of the suggested links you want to add to your page.



- 7 In the list of **Suggested Anchors**, highlight one of the lines of text. AOLpress scrolls your page to show you this text in context. It also lists the titles of the suggested link pages in the **Potential Pages For Selected Anchor** list.
- 8 To see a suggested page, highlight a title in the **Potential Pages For Selected Anchor** list. Then, click **Show Page**. AOLpress opens that page in a new page window.
- 9 To create a link to a suggested page, highlight the title of the page in the **Potential Pages For Selected Anchor** list. Then, click **Apply**. AOLpress links the text in your page to the page you selected.

Multimedia

One of the great things about the Web is that your pages can contain links to all kinds of things. In addition to other pages, you can link to email addresses, sounds, video, and more. If your readers will need a special application to view your files, you can also provide a link that lets them download the application.

Email Links

If you want people who visit your pages to be able to send you email by clicking on a link, you can create an email link.

→ Creating an email link:

- 1 Select the text you want to link. For example, you might select your email address or text that says “Send me email.”
- 2 Choose the **Element→Link** menu item to bring up the **Link** dialog.
- 3 In the **Link To Page** field, type `mailto:me@myaddress.com`
- 4 Click **OK**. When people click on this link, most browsers will let them send email to the address you typed.

Links to Audio and Video

This guide assumes you already have audio or video files if you plan on incorporating them into your web document. It does not explain how to create these types of files.

Links to audio or video files are just like links to other pages. However, audio and video are not viewed or heard when first displayed. An external viewer (for video) or player (for audio) is required to use these types of links. See page 177.

→ Insert an audio or video link:

- 1 Select the text or image you would like to be linked to your audio or video file.
- 2 Choose the menu **Element→Link**.
- 3 Either type in the URL if you know it or browse your files to locate the file you wish you link. Click **OK**.

The selected text is now blue, italic, and underlined and is linked to the file you chose. You can click on this link, and if you have the external player or viewer you will see or hear the file.

Java Applets



Java is a programming language you can use to create “applets” (small applications) that run inside a Web browser. Applets are programs that run on the computer you are using to browse the Web. In contrast, most other programs you use on the Web run on the “server” computer (the one that stores the Web pages).

You may have heard of both “Java” and “JavaScript”. They are actually two different programming languages:

- **Java** is an object-oriented language created by Sun Microsystems. It was designed for creating applications that can be downloaded from the Internet and run on many platforms. For example, you can create applets that put animation in your page, that calculate some value, that display different graphics, AOLpress lets you create Java applets and add them to your pages. However, AOLpress currently can’t *run or display* Java applets.
- **JavaScript** is an object-based language created by Netscape to let programmers control the browser’s behavior. For example, you can use JavaScript to open windows, to display specific Web pages, and to validate field values. JavaScript is more limited than Java (and a bit easier to learn). AOLpress currently does not run JavaScript, but JavaScript code already included in your pages is not erased.

You can use AOLpress to add Java applets to your pages. These applets may have been written by you or by someone else. If you want to learn how to write Java applets, see <http://java.sun.com/>.

Most browsers (including AOLpress) currently can’t run or display Java applets. By default, AOLpress shows a box with an “X” in it where Java applets occur. You can hide these “X”s to see the same thing as people with other browsers that don’t support Java. To do this, uncheck the “Show Java Windows” box in the **Tools→Preferences→General** dialog and restart AOLpress.



There are at least three types of files an applet can use:

- **Class file:** This is an applet file that gets downloaded over the Web and run in a Java-enabled browser. It is a compiled version of the Java file. (Note that one applet can have multiple class files.) The file extension is normally `.class` on UNIX and Mac OS, and `.cla` on Windows.
- **Java source file:** This is the source code for the applet. You compile the Java source file using software from Sun Microsystems to create class files. The file extension is normally `.java` on UNIX and Mac OS, and `.jav` on Windows.
- **Parameter file:** This is a file that contains a list of the parameters used by the Java applet. You can also specify the valid and default values for each parameter in this file. If this file does not exist, AOLpress scans the Java source file to find parameters. The file extension is `.param` on UNIX and Mac OS, and `.par` on Windows. See page 134 for details.

Inserting Java Applets

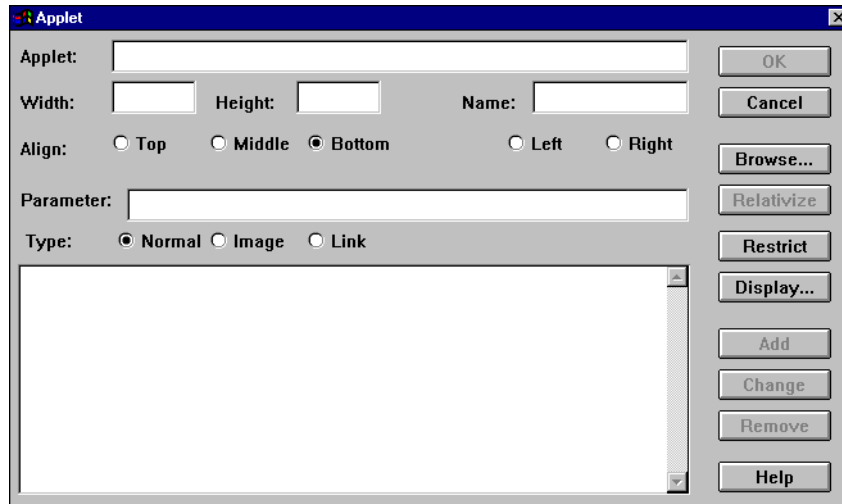
There are several ways to insert a Java applet into a page:

- Choose **Element→Java Applet** to open the Applet dialog and select an applet.
- **Copy** and **Paste** or drag-and-drop a class file from a MiniWeb to a page. The applet is added to the page and the Applet dialog opens automatically along with a list of parameters if one is available.
- **Copy** and **Paste** or drag-and-drop the applet from another page.

The first two methods above open the Applet dialog. In addition, you will see the Applet dialog if you select an applet and choose **Element→Java Applet**.

→ Using the Applet dialog:

- 1 Position the cursor where you want the Java applet to appear.
- 2 Choose **Element→Java Applet** to open the Applet dialog:



- 3 Type the location of the applet's class file or click the **Browse** button and select a class file. (Note that some applets are made up of multiple Class files. You need to select the main class file for the applet in order for the applet to run correctly.)
 - You can use the **Relativize/Absolutize** button to switch between relative and absolute links to the applet file.
 - You can click the **Display** button to see the Java source file for the class file you have selected (if they are both in the same directory).
 - Click the **Select Only** button to highlight only the Java applet in your page.

- 4 In the **Width** and **Height** fields, type the display size (in pixels) of the applet.
- 5 Give the applet a **Name** if applets will need to communicate with each other.
- 6 Select how you want to align the applet with the text that follows it. The choices are the same as for images: **Top**, **Middle**, **Bottom**, **Left**, and **Right**. See page 88 for examples.
- 7 Many applets let you set parameters to control how the applet will run. For example, an applet that runs a slide show may let you set the speed at which the slide show will run.

If someone has created a parameter file for this applet (or if the Java source file is in the same directory), AOLpress prompts you for parameter values when you drag the applet from a MiniWeb to a page. See page 134 for details on creating parameter files.

Otherwise, you will need to enter parameters and their values by hand. For each parameter:

- In the **Parameter** field, type the name of the parameter, an equal sign, and the parameter's value. Here are some examples:

```
speed=10
slide1=myimage.gif
nextpage=page2.html
```

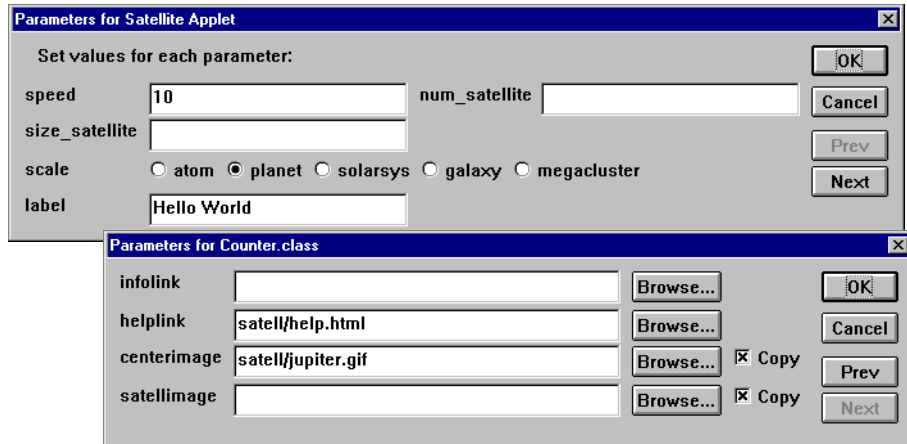
- In the **Type** field, select which type of parameter this is. If the value is the name of an image file, select "Image". If the value is the name of a page or some other type of URL, select "Link". For all other types of parameter values (such as, text, numbers, and dates), select "Normal".
 - Click the **Add** button to add the parameter to the list.
 - You can **Change** or **Remove** parameters after you add them to the list.
- 8 When you are finished, click **OK** to place the applet in your page.

Creating Applet Parameter Files

You can create parameter files to make it easier for you and other AOLpress users to include your applets in their pages.

When you drag an applet from a MiniWeb to a page, AOLpress searches the MiniWeb for a file with the same name as the class file but with a file extension of `.param`. This file can contain a list of parameters the applet accepts, valid and default values for parameters, and formatting information for dialogs that prompt for parameter values. If a `.param` file does not exist, AOLpress looks for a `.java` source file, and scans it to find parameters.

If AOLpress finds parameters for the applet, it displays a dialog with fields for each parameter. For example, the following dialogs prompt for several values. You can click **Next** in the first dialog to see the second dialog.



→ Creating a parameter file:

- 1 Choose **File**→**New Page** to open an empty page window.
- 2 Choose **Format**→**Paragraph**→**Preformatted**.
- 3 Type the text of your parameter file. For example, the parameter file that allows AOLpress to create the previous dialogs looks like this:

```
Parameters for Satelllite Applet={title}
Set values for each parameter:={text}
speed=10
num_satellite=
size_satellite=
scale={atom,planet,solarsys,galaxy,megacluster} planet
label=Hello World
{next}
infolink={url}
helplink={url} satell/help.html
centerimage={imageurl} satell/jupiter.gif
satellimage={imageurl}
```

The first line in this example sets the window title for the first dialog. You can use any text followed by “={title}”. The second line puts text in the window to explain what users should do. You can use as many of these text lines as you like. Just end each text line with “={text}”. The line that says “{next}” splits the list of parameters into multiple dialogs that have **Next** and **Prev** buttons.

The rest of the lines in this parameter file define parameter fields:

- **Normal text field:** To create a field in which users can type text, numbers, or dates, just type the parameter name followed by an equal sign. If you want to provide a default value, type that value after the equal sign. For example:

```
speed=10
```

- **Radio field:** To create a field in which users can select one of the values you provide, type the parameter name, an equal sign, and the list of valid values within curly braces. If you want to provide a default value, type that value after the last curly brace. For example:

```
scale={atom,planet,solarsys,galaxy,megacluster} planet
```

- **URL field:** To create a field in which users can either type or browse for a URL, type the parameter name followed by “={url}”. If you want to provide a default URL, type that value after the last curly brace. For example:

```
helplink={url} satell/help.html
```

- **Image field:** To create a field in which users can either type or browse to find the URL of an image file, type the parameter name followed by “={imageurl}”. If you want to provide a default URL, type that value after the last curly brace. For example:

```
centerimage={imageurl} satell/jupiter.gif
```

The differences between this type of field and a URL field are that the image you select is copied to your directory unless you uncheck the **Copy** box in the dialog and the default file type for browsing is image files.

- 4 Choose **File→Save As**. In the Save As dialog, click the **Options** button and choose to save the page as “Text” before you save the file.

Creating Java Source Files

You can also write Java source files (. java) with AOLpress. To do this, you must be in a MiniWeb. See page 151 for details.

Viewing and Editing HTML

If you know the source language for Web pages, HTML, *or* if you want to learn about it by example, use the **Tools→Show HTML** menu item. You will see the actual document with its HTML tags.

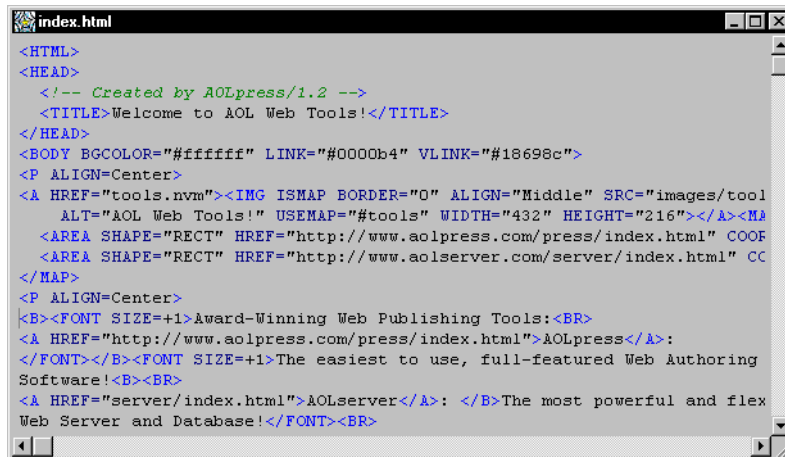
AOLpress lets you edit the HTML source directly and then test your changes quickly. You might want to edit the HTML source to add tags for which AOLpress does not provide direct authoring support. For example, you can add the `<P CLEAR=ALL>` tag after a paragraph that wraps around an image to make sure the next paragraph or image starts below the first image.

You might also want to view the HTML source to find out how a particular page was created so that you can create similar pages.

Viewing the HTML

➔ **Open a window showing the HTML tags:**

- 1 Open a Web page. The page need not be part of a MiniWeb.
- 2 Choose the **Tools→Show HTML** menu item to open a window containing the HTML for your page. The HTML window automatically scrolls to the position of your cursor in the page.



```

<HTML>
<HEAD>
  <!-- Created by AOLpress/1.2 -->
  <TITLE>Welcome to AOL Web Tools!</TITLE>
</HEAD>
<BODY BGCOLOR="#ffffff" LINK="#0000b4" VLINK="#18698c">
  <P ALIGN=Center>
  <A HREF="tools.nvm"><IMG ISMAP BORDER="0" ALIGN="Middle" SRC="images/tool
    ALT="AOL Web Tools!" USEMAP="#tools" WIDTH="432" HEIGHT="216"></A><MA
    <AREA SHAPE="RECT" HREF="http://www.aolpress.com/press/index.html" COOF
    <AREA SHAPE="RECT" HREF="http://www.aolserver.com/server/index.html" CC
  </MAP>
  <P ALIGN=Center>
  <B><FONT SIZE=+1>Award-Winning Web Publishing Tools:<BR>
  <A HREF="http://www.aolpress.com/press/index.html">AOLpress</A>:
  </FONT></B><FONT SIZE=+1>The easiest to use, full-featured Web Authoring
  Software!<B><BR>
  <A HREF="server/index.html">AOLserver</A>: </B>The most powerful and flex
  Web Server and Database!</FONT><BR>
  
```



The HTML tags (such as `<P>` for paragraph) are blue, the HTML tag attributes (such as `ALIGN=` to align items) are purple, hidden comments are green, and your text is black. AOLpress automatically indents the HTML code for headings, lists, and other structures to make the code easier for you to read.

- 3 You can open multiple HTML windows for different Page windows at the same time, if you like.

→ **To close the HTML window, either:**

- With focus in the HTML window, choose the **File→Close** menu item.
- Edit the page in the Page window. The HTML window closes automatically when you edit the Page window so that the contents of the Page window and the HTML window will not conflict.

Editing the HTML

You can edit the HTML source and load the changes you make into the Page window. For example, you might want to add HTML extensions for which AOLpress does not provide WYSIWYG authoring support.

→ **Editing the Source:**

- 1 Open a page.
- 2 Choose the **Tools→Show HTML** menu item.
- 3 You can edit the HTML by typing text directly or by using any of the commands in the **Edit** menu.
 - If you cut and paste from an HTML window to a Page window, you will be able to see the HTML tags in the Page window. You can use this technique if you want to create a Web page that explains how to use HTML tags.
 - If you cut and paste from a Page window into an HTML window, the tags will not be pasted.
- 4 To save changes you make in an HTML window, choose the **File→Parse** menu item. AOLpress checks your HTML code for errors. If any errors are found, you will see a message explaining the error. If no errors occur (or if you choose to ignore the errors), your changes will be shown in the Page window.
 - You can also choose **File→Save As** to save your HTML changes to a separate file.
 - Use **File→Reload** if you want to discard changes you made to the HTML and start modifying the HTML again using the current code for the Page window.

Additional Tags Supported

The new HTML 3.2 draft specification contains many of the HTML extensions introduced by Netscape and Microsoft. In fact, the differences between HTML 3.2 and Netscape's HTML are minor. AOLpress supports HTML 3.2. (You can choose to conform to Netscape or HTML 3.2 in the **Tools→Preferences→General** dialog.



Netscape's frames and JavaScript language are not part of the HTML 3.2 specification and AOLpress does not support them. However, AOLpress will not erase any `<FRAME>`, `<FRAMESET>`, or `<NOFRAMES>` tags in the HTML files you edit. It also does not erase any JavaScript code contained within your pages.

See page 172 for details about how tags differ in HTML 3.2 and Netscape.

In addition to the HTML tags you can add through WYSIWYG editing in AOLpress, the effects of the additional tags and attributes listed in the following table can be seen in AOLpress. Other browsers may not yet support these additional tags.

You can add these tags and attributes to your pages by editing the HTML directly. However, you should have some experience working with HTML before you do this. See the following URLs for details on these HTML tags and their attributes:



- HTML 3.2 (<http://www.w3.org/pub/WWW/MarkUp/Wilbur/>)
- Netscape (<http://home.netscape.com/home/how-to-create-web-services.html>)
- Microsoft (http://www.microsoft.com/ie/author/htmlspec/html_toc.htm)

Tag

Description

`<AU>`, `<PERSON>`,
`<ACRONYM>`, and
`<ABBREV>`

Formats these types of content: authors, people, acronyms, and abbreviations.

Author's name: *Samuel Clemens*
Person's name: *Jane Doe*
Acronym: **HTML**
Abbreviation: **abbrev.**



`<BQ>`

Abbreviation for `<BLOCKQUOTE>`

`<DIV ALIGN=>`

Create divisions within a page where all elements have the same alignment.



``

Lets you specify a different font for some text.



`<HR>` attributes: `ALIGN`,
`NOSHADE`, `WIDTH`, `SIZE`,
and `COLOR`

Controls the shading, width, height, and outline color of horizontal rules.

`` attributes:
`HSPACE`, and `VSPACE`

Controls the amount of space around images.



`<INPUT>` attribute:
`DISABLED`

Prevents the reader from setting a value in a field.

Tag**Description**

<INPUT TYPE=RANGE>
with attributes of NAME,
VALUE, MIN, and MAX

Creates a sliding range field in a form.



<LI VALUE=>

Sets number for an ordered list item.

<P CLEAR=>

Moves text down to clear space after an image. If you use LEFT or RIGHT alignment for images near each other, you will probably want to use this tag. The CLEAR attribute can be set to LEFT, RIGHT, or ALL.

<BR CLEAR=>

<OL START= TYPE=>

Sets start number and numbering type for a numbered list. Numbering type can be 1 (numbers), A (uppercase letters), a (lowercase letters), I (uppercase Roman numerals), or i (lowercase Roman numerals).

<P NOWRAP>

Prevents the browser from adding line breaks to a paragraph other than the line breaks in the HTML code. This is similar to <PRE>, but does not use the fixed-width font.

<TAB> with ID, TO, and
INDENT attributes

Sets tab stops and indents text. For example,

Item 1: <TAB ID=T1>description
<P><TAB TO=T1>2nd description paragraph



<TABLE>, <TR>, <TD>,
and <TH> attributes:
WIDTH, UNITS, NOWRAP,
COLSPEC, BGCOLOR,
BORDERCOLOR,
BORDERCOLORLIGHT,
and BORDERCOLORDARK

Provide additional control over width, formatting, and color of tables.

<TBODY>, <THEAD>,
<TFOOT>, <COLGROUP>,
and <COL> tags

Extensions to tables for formatting headers, footers, and columns.

<UL TYPE=>

Sets bullet type for an unnumbered list to “disk”, “circle” or “square”.

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MiniWebs help you manage the files that make up your Web site. You can think of a MiniWeb as being similar to the Windows File Manager or the Macintosh Finder. MiniWebs provide a visual structure for organizing and manipulating your Web pages. In addition to letting you visualize and edit your Web structures, one of the real strengths of MiniWebs is that they help you manage and maintain your Web structures.

These are just some of the benefits provided by MiniWebs:

- MiniWebs help you *visualize* the organization of your pages and other files.
 - You can view MiniWebs in many ways — as a web, as a tree, and as a list of files sorted by name, title, or type. These views make it easy to find broken links, pages not linked to other pages, pages you have links to but have not yet created, and more.
 - You can show or hide both links *to* files and links *from* files, and you can hide groups of files so that you can focus on other files.
- MiniWebs help you *edit* groups of files.
 - You can “Webize” an existing set of directories — making MiniWebs and SubWebs (nested MiniWebs) automatically.
 - You can perform a find and replace on all the pages in a MiniWeb at once.
 - You can create a “stationery” page to be used as a template for all new pages.
 - You can verify that links in a MiniWeb work and easily fix any broken links.
 - If you rename a file in a MiniWeb, links to that file in the current MiniWeb are automatically corrected.
 - You can drag-and-drop files from your MiniWeb to your pages to create links.
- MiniWebs help *manage* your pages and other files.

- You can publish an entire directory of your Web site by saving a MiniWeb to the Web.
- You can print all the pages in a MiniWeb, or print any view of a MiniWeb.
- You can use a hierarchical directory structure with relative links between files in different directories. This makes it easy to move files to a different location.

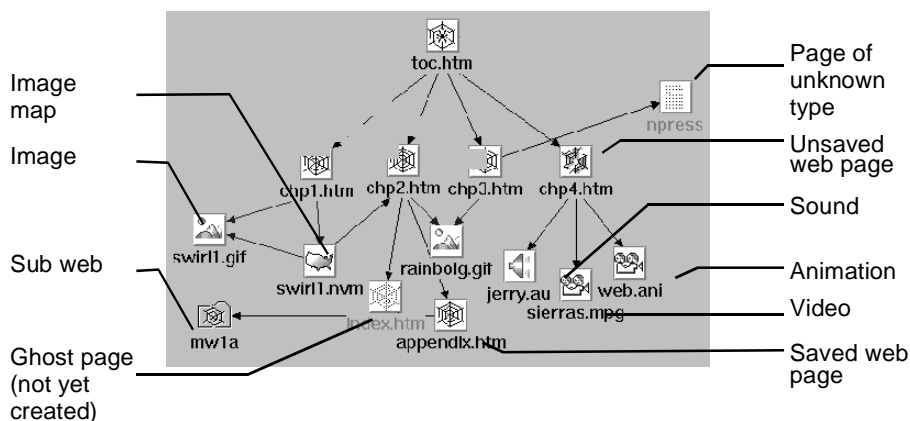
Things to Know About MiniWebs

Each MiniWeb shows the contents of a directory on your local machine or on your PrimeHost hosting service directory. When you create files in a MiniWeb, you are also creating files in that directory.

You can put one MiniWeb inside another MiniWeb to reflect the directory structure of your entire site. (Such nested webs are called “*SubWebs*”. See page 159 for details.)

MiniWebs are excellent tools for creating Web sites with multiple pages — even if you expect your readers will be using browsers other than AOLpress.

Because MiniWebs are unique to AOLpress, you cannot view MiniWebs with other browsers. In addition, you cannot use MiniWebs to view the directory structures of other servers.



Quick Start

Here is a quick summary of commands you can use with MiniWebs:

Open a MiniWeb

File → Open or select the open icon in the MiniWeb view.

Open a new MiniWeb

File → New MiniWeb or select the MiniWeb icon in the MiniWeb view.

Open a file	File→Open or select the Open icon in the MiniWeb view.
Open a new page	File→New page or select the Page icon in the toolbar.
Directories	
Convert a directory into a MiniWeb	Tools→Webize Directory
Modify MiniWebs	
Add Pages	File→New Page or choose the Page icon in the toolbar.
Set the Home Page	Click the down arrow to the right of the Home Page field.
Copy URLs	Edit→Copy URL or choose the Copy URL icon in the toolbar.
Delete Pages	Highlight an icon, and press the delete or backspace key; or highlight an icon and choose the Edit→Cut or File→Delete menu item.
Save	File→Save or File→Save As
Change an icon	Edit→Set Icon or Edit→Make Icon
Change a file's title	Edit→Set Title
Set a help file for a file	Edit→Set Help



Viewing MiniWebs

MiniWebs provide a visual structure for organizing and manipulating your Web pages. You can view MiniWebs in many ways — as a web, as a tree, and as a list of files sorted by name, title, or type. These views make it easy to find broken links, pages not linked to other pages, pages you have links to but have not yet created, and more. You can also show or hide both links *to* files and links *from* files, and you can hide groups of files so that you can focus on other files.

Creating MiniWebs

→ **To create a new MiniWeb, either:**

- Choose the **File→New MiniWeb** menu item.
- Click the “New MiniWeb” icon in the MiniWeb toolbar.

If you have a MiniWeb open, the new MiniWeb you create will be a SubWeb of that MiniWeb. See page 159 for details about SubWebs.

Webizing Existing Directories

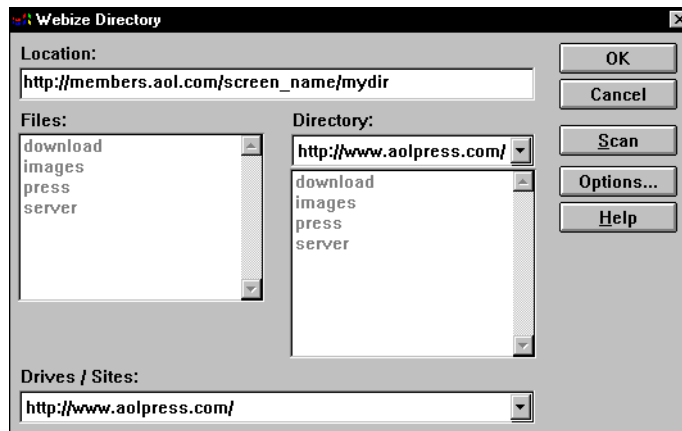
You may already have a set of files you want to publish on the Web. AOLpress makes it quick and easy to convert directories or folders containing pages and other files into a MiniWeb. We call this “Webizing” the directory.

You can Webize a directory on your hard drive or one of your PrimeHost hosting service directories. You cannot Webize someone else’s Web site.

You can re-Webize a directory at any time. This makes the MiniWeb match the files that are in the directory. You should re-Webize your directories if you add pages or other files to the directory with a product other than AOLpress. AOLpress can’t add icons to your MiniWeb automatically if you create them outside AOLpress.

→ To convert existing directories to MiniWebs:

- 1 From any Page or MiniWeb window, choose the **Tools→Webize Directory** menu item. (Or, **Tools→Webize Folder** on a Macintosh)



- 2 If the directory you want to Webize has subdirectories (or folders) that you want to turn into SubWebs, click **Options**. The Webize Options dialog lets you choose whether you want to Webize subdirectories that *are not* already MiniWebs, and whether you want to Webize subdirectories that *are* already MiniWebs. If you check both boxes, all subdirectories are Webized. If you uncheck both boxes, no subdirectories are Webized.

- 3 Browse to find the directory you want to convert to a MiniWeb.
 - If you want to Webize a directory and its subdirectories, find the highest-level directory you want to Webize.
- 4 Double-click on the directory name in the list of **Files**. Or, select the directory in the **Directory** list and click **Webize**.
- 5 If a MiniWeb already exists for a directory, you will be asked whether you want to regenerate the MiniWeb. Click **Regenerate** to update the MiniWeb.

Opening Existing MiniWebs

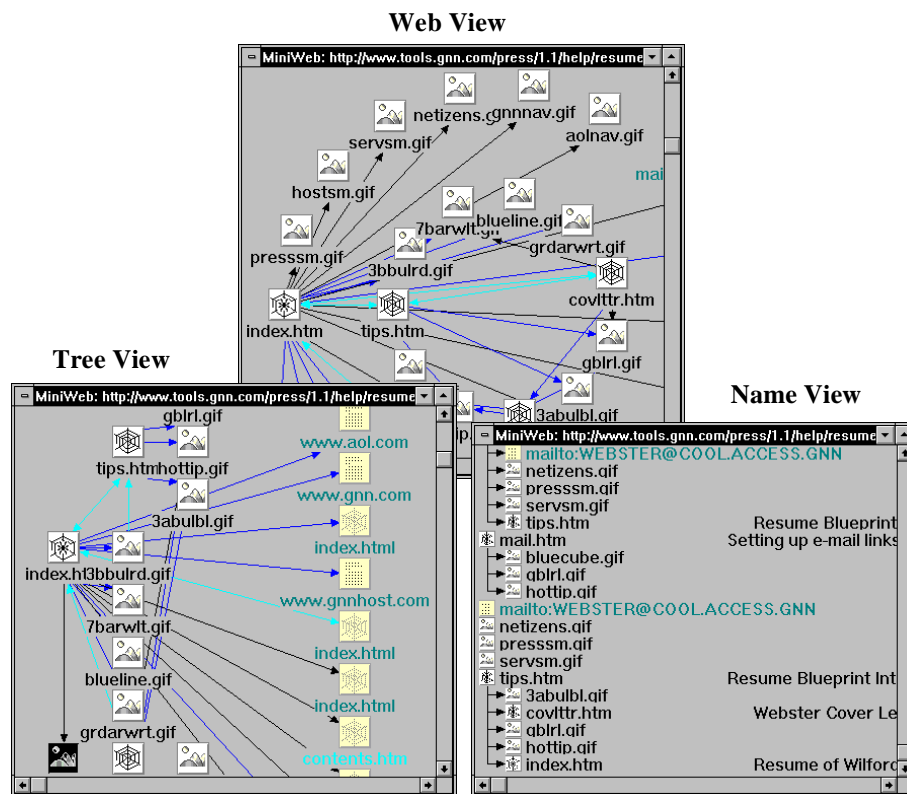
You can store MiniWebs on your local disk drives, on any disks you can connect to through your local network, or on your PrimeHost hosting service directory. There are several ways to open existing MiniWebs.

→ To open an existing MiniWeb, do one of the following:

- Choose the **File→Open** menu item. Select **MiniWeb** in the **List Files of Type** field. Select the MiniWeb you want to open. Then, click **Open**.
(If the MiniWeb is not listed as a separate file, select its directory and erase the file name of “new.htm” at the end of the **Location** field.)
- Select the **Open** icon in the MiniWeb view.
- Type the MiniWeb URL you want to open in the **Location** field of a Page window. For a MiniWeb stored on your hard drive (on a PC), you might type `C:\users\me\myweb`. For a MiniWeb stored on your AOL personal publishing directory, you might type `http://members.aol.com/screen_name/myweb`.
- Click on the MiniWeb icon to the left of the **Title** field in a Page window.
You can click this button any time you are viewing a page that is part of a MiniWeb. The button is grayed out if the page is not part of a MiniWeb. See page 144 for information on converting directories into MiniWebs.

Selecting a MiniWeb View

The default way to view a MiniWeb is with the “Web” view. The MiniWeb is shown with icons for all the files in as a series of concentric circles. The icons are connected by arrows that show the connections between files. You can view MiniWebs in several other formats. The “Tree” and “Name” views are shown in the figures that follow.



→ To select a MiniWeb view:

- 1 Choose the **View→Name** menu item. The window will list files by file name. Links to files are indented below each file.
- 2 As you work, you can switch the MiniWeb view between **Web**, **Tree**, **Name**, **Title**, and **MIME Type** (which is similar to the file type).
- 3 Notice that each type of file has a different icon, and that there are several colors for arrows and text. The next sections explain these icons, arrows, and colors.

Icons in MiniWebs

One page is designated the home page (it is displayed with a special icon—a spider in its web), any file in the directory that can be reached through a series of links from the home page is shown in the web. Some pages may not be “reachable”; they are displayed either to the right or below the main graph.

Pages that are referenced but have not yet been created are grayed out. References to the external Web have another type of grayed icon, and their names are green. Files other than pages (images, sounds, etc.) are shown with different icons. Pages icons are webs, image icons are a landscape, sound icons a speaker, video files a projector, and image maps a map of the U.S.

HTML pages come in three states: new, modified and normal. The normal icon is a full web, the modified icon is a broken web (until the file is saved), the new icon is a very small web. Pages and images come in several states with similar icons.

Home page



New page



Unsaved page



Image



External image



Ghost image
(file not yet created)



You can change the icon for any file to an image you choose. For example, you can use the image itself as the icons for your image files. This makes it easier to find the image you want. It is best to use fairly small images as icons. Images are scaled down to fit in the normal MiniWeb icon size, so large images lose most of their detail.

→ To change an icon in a MiniWeb:

- 1 Select the icon you want to change.
- 2 Choose one of the following menu items:
 - If you want to use an image as the icon for its own file, choose the **Edit→Make Icon** menu item. You can only choose this menu item if the MiniWeb icon you select is for an image file.
 - If you want to use some other image as the icon for this file, choose the **Edit→Set Icon** menu item. You will see a dialog that lets you browse for the file you want. The icon changes when you click **OK**.
- 3 If you want to change all the icons for a particular type of file, see page 178.

Arrows in MiniWebs

When you use the “Web” or “Tree” view, arrows between the icons indicate the relationships between them.

- Black arrow: A normal, one directional link.
- Double-ended cyan arrow: Each page refers to the other.
- Blue arrow: Link to an in-line image.
- Green arrow: Link from a page containing a form to the form handler program.
- Gray dotted arrow: A link that does not appear in the page when it is displayed (for example, a link to an image map file)

Color Codes in MiniWebs

MiniWebs are color coded to show the status and relationships of the files in the MiniWeb:

Icon color/style

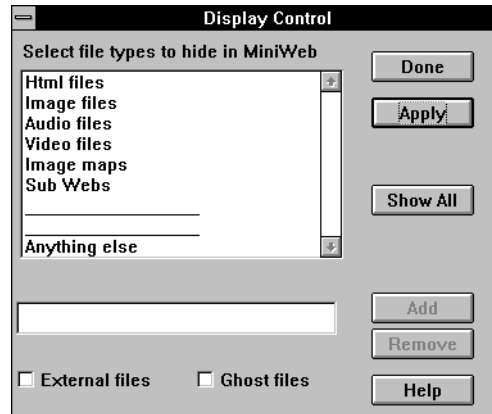
Solid	The file is physically located in the MiniWeb.
Dithered	The file is a relative link, but is not physically located in the MiniWeb. See the "Links" section on page 118 for an explanation of relative and absolute references
Green text	The file is an absolute link and is not physically located in the MiniWeb.
Broken	The file is physically located in the MiniWeb but has unsaved changes.

Focusing the View

AOLpress provides several ways to focus on the files you are working on, even if your MiniWeb contains *lots* of files.

→ **To hide various file types:**

- 1 Choose the **View→Display Control** menu item.
- 2 In the Display Control window, select the types of files you want to hide. You can hold down the Shift key to select several types in a row, or the Ctrl key (the Command key on a Macintosh) to select any set of file types.
- 3 Click **Apply** to hide the file types you selected.
- 4 You can check the **External files** box to hide files outside your MiniWeb or the **Ghost files** box to hide files that are linked to but do not exist.
- 5 If you want to add kinds of files to the list, type a MIME type in the field and click **Add**. The new type will be added above the “Anything else” type. (To see a list of MIME types, choose the **Tools→Preferences→Extensions/MIME** menu item.)



→ **To hide or display links in the Name, Title, or MIME type view:**

- If the **Name**, **Title**, or **MIME Type** view does not show links to other files, you can display them by choosing the **View→List Links To** menu item.
- If the same view does not show links from other files, you can display them by choosing the **View→List Links From** menu item.
- If a type of link is shown, you can hide those links by reselecting the menu item.

→ **To find a file:**

- 1 If you want to find a particular file in a large MiniWeb, choose the **Edit→Find Page** menu item.
- 2 In the Find Page dialog, type the full name of the file you want to find. The file can be a page or any other file in the MiniWeb.
- 3 Click **OK**. The file you named will be highlighted in the MiniWeb.

→ **To zoom in or out in the Web or Tree view:**

- You can view part of the MiniWeb at a larger size by choosing **View→Zoom In**.
- You can view more of a MiniWeb by choosing the **View→Zoom Out** menu item.

Using the MiniWeb View

Pointing the mouse at an icon displays the file's title (or URL if it has no title) in the status bar. (See page 156 if you want to change titles.)

Clicking on an icon selects it. In the Web or Tree view, you can drag the selected icon around to reposition it.

Opening Pages and Files

Dragging-and-dropping an icon from a MiniWeb view into a Page Window opens the file in that Page Window.

Double-clicking on an icon generally opens the file in a new Page Window. AOLpress performs the action that makes sense for each type of file.



For some types of files, AOLpress cannot display the file. You can provide a help file that opens when you double-click on such files. To do this, choose the **Edit→Set Help** menu item and browse to find the correct page that contains help information. Such help pages are particularly helpful for Java class files—you can provide information about what the applet does and the parameters it needs.

Page	If the page exists in the MiniWeb or there is an absolute link to the page, it is opened in a new Page Window. If the page has not been created (light dithered icon), AOLpress asks you if you want to create it. If there is a relative link to the page, you should first find the SubWeb that contains the page and open the page from that SubWeb.
Image	AOLpress attempts to launch an external viewer. If no viewer is available, and the image is either a GIF, JPEG, or XBM, then it opens a Page window containing just the image. Otherwise you are asked if you want to save the file.
Video or Sound	AOLpress attempts to launch an external viewer. If no viewer is available, you are asked if you want to save the file.
Image Map	The Image Map window is opened for the image.
Form	No useful result if double-clicked—produces a “Not Found” message, or something similar.
Java class file (.class)	AOLpress can't display this type of file. You are asked if you want to save the file.
Java source file (.java)	The source code for the Java applet is opened.
Parameter file (.param)	AOLpress can't display this type of file. You are asked if you want to save the file.



Editing MiniWebs

You can use MiniWebs to help you create, save, and delete pages and other files. MiniWebs also help you create a variety of links between files.

Creating New Pages in MiniWebs

→ **To create a new page or file in a MiniWeb, either:**

- Choose the **File→New Page** menu item.
- Click the **New Page** icon in the MiniWeb toolbar.
- Double-click on any “ghosted” icon in your MiniWeb. (These icons show you which files are linked to but do not exist.) You will see a prompt that asks if you want to create the file.

→ **To define a page template (or “stationery”):**

- 1 Highlight the page you want to use as a template in the MiniWeb window.
- 2 Choose the **Edit→Set Stationery** menu item. When you create a new page, the page you selected will be used as the starting point for your new page.

Creating Java Source Files in MiniWebs



You can create new Java source files with AOLpress. You compile a Java source file using software from Sun Microsystems to create class files. The file extension is normally `.java` on UNIX and Mac OS, and `.jav` on Windows.

→ **To create a new Java source file:**

- 1 Choose the **File→New Java** menu item. You will see a window that lets you type Java source code. For details about the Java language and compiling Java source, see <http://java.sun.com/>.
- 2 When you finish typing the source code, choose the **File→Save** menu item.
- 3 Save the file with a file extension of `.java` on UNIX and Mac OS systems, and `.jav` on Windows. If you click the **Options** button, you will see that the Java file format is selected. This format saves the file with no HTML tags.

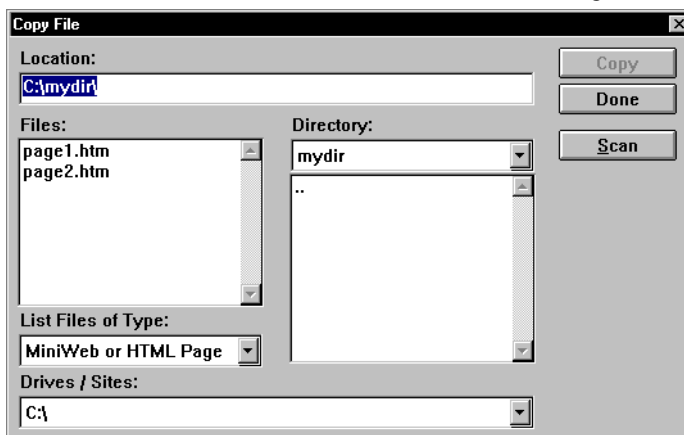
Copying Pages and Files to MiniWebs

MiniWebs help you manage the files that make up your Web site. You can think of a MiniWeb as being similar to the Windows File Manager or the Macintosh Finder.

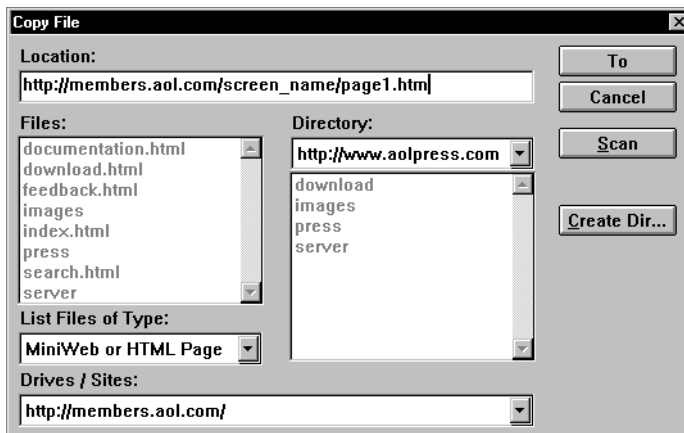
AOLpress gives you several ways to copy files to your MiniWebs.

→ To copy a file from one location to another:

- 1 Choose the **File→Copy File** menu item. You will see this dialog:



- 2 Choose the file you want to copy. The file can be any file on your local or networked disks. Or, it can be a file on your PrimeHost hosting service directory.
- 3 Click **Copy** when you have selected the file. You will see this dialog:



- 4 Select the directory where you want to save the file and add a file name. You can copy the file to a local disk, or to your PrimeHost hosting service directory.

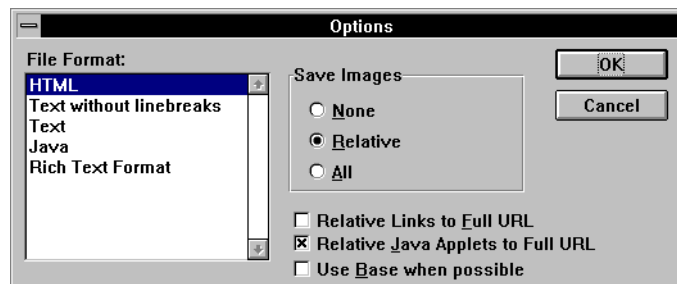
This method copies a single file. It doesn't copy images within pages or other linked files to the new location. If you want to copy the images too, use the **File→Save As** menu item and click the **Options** button to choose how to deal with images.

→ Other ways to copy files to your MiniWeb:

- Edit a page and choose the **File→Save As** menu item to save the page to your MiniWeb with a new file name or location.
- Drag-and-drop a file icon from one MiniWeb to another. This copies the file to the second MiniWeb.
- Import an existing file into the MiniWeb by choosing the **File→Import** menu item. Importing a page into a MiniWeb puts a separate copy of the file in your MiniWeb.
- Paste a page into a MiniWeb by pasting its URL: (You can use this method to copy a file anywhere on the World Wide Web to your MiniWeb.)
 - 1 Move to a Page Window, highlight a link inside a Page Window, or highlight an icon in a MiniWeb.
 - 2 Click the **Copy URL** button in the toolbar or choose the **Edit→Copy URL** menu item. (Double-clicking on a MiniWeb icon while holding down the Control key also copies the URL so you can paste it.)
 - 3 Move to a MiniWeb window and choose the **Edit→Paste URL** menu item.

Options for Copying Links and Images

If you use any of the previous methods (except **File→Copy File**) to copy a page to a MiniWeb, you will either automatically see the following Options dialog or you can open the Options dialog by clicking the Options button in the file selection dialog.



This dialog allows you to set the following options:

- **File Format:** Normally, pages are imported or copied as HTML pages. If you chose the **File→Save As** menu item, you can change the format of the file that is saved to “Text without line breaks” or “Text”.
- **Save Images:** When you copy a page, you can choose what you want to do with any images inside the page:
 - None** Choose **None** if you do not want to copy any of the images. If the images are not already part of your MiniWeb, also check the **Relative Links to Full URL** box so that the links to the images will still work.
 - Relative** Choose **Relative** if you want to copy images with relative links to your MiniWeb. You should also uncheck the **Relative Links to Full URL** box.
 - All** Choose **All** if you want to copy all the images in the page to your MiniWeb. You should also uncheck the **Relative Links to Full URL** box.
- **Control Links:** If you want to convert relative links in the page to absolute links, check the **Relative Links to Full URL** box. For example, check this box if you copy a page from some other server and want the links in that page to continue working.
- The **Use Base when possible** box is ignored when you are copying a file into a MiniWeb.

Saving and Publishing MiniWebs

When you save a MiniWeb, AOLpress also saves all files in the MiniWeb that are open and have unsaved changes.

→ To save a MiniWeb, either:

- From the MiniWeb window choose the **File→Save** menu item. This saves the MiniWeb in its current location along with any unsaved pages.
- From the MiniWeb window choose the **File→Save As** menu item. You can use this dialog to move the MiniWeb to a different location on your local disk or on the Web. The files in your MiniWeb are copied to the new location you choose.

The **File→Save As** menu item provides a quick way to publish all the files in a directory to the Web. See page 162 for details.

The **Options** button opens a dialog that lets you choose whether or not to save all the SubWebs under this MiniWeb, and whether or not to convert any relative references to other files to absolute references. By default, relative links to files in the same MiniWeb are still relative in the new location and SubWebs under the MiniWeb are also copied to the new location.

Deleting Files in MiniWebs

When you delete a file from a MiniWeb, you are also deleting the file from your disk or from the server's disk. If other files in your MiniWeb link to the file you delete, you will still see a "ghost" image of the file icon.

Deleting an image or image map from a page does not delete the actual file. Likewise, deleting a page file does not delete files associated with it—such as images and image maps. If you want to delete files associated with another file, you must delete them separately using one of the following techniques.

→ To delete a file, either:

- In a MiniWeb view, highlight an icon and press the Delete or Backspace key. You will not be prompted, and there is no way to undo this action.
- In a MiniWeb view, highlight an icon and choose the **Edit→Cut** menu item. You can choose the **Edit→Paste** menu item to restore the file.
- In a MiniWeb view, choose the **File→Delete** menu item to open the Delete dialog. Select the file you want to delete and click **Delete**. A prompt window will ask if you are sure you want to delete the file.

Creating Links Using MiniWebs

MiniWebs give you many ways to control links between pages and files.

If you rename a file within a MiniWeb, the links to that file within the current MiniWeb (but not the SubWebs) are automatically fixed. From a MiniWeb window you can also use the "Check Links" feature (see page 127) to check the links in all the pages in your MiniWeb and in all of its SubWebs at once.

→ To create links:

- Use the right mouse button to drag a page icon from a MiniWeb to a page.
- Use the right mouse button to drag an icon for an image from a MiniWeb to a page. The image is added to the page. (If you use the left mouse button to drag the image, instead, your page is replaced by a blank page containing the image.)
- Paste a link into a page by pasting the URL:
 - 1 Move to a Page Window, highlight a link inside a Page Window, or highlight an icon in a MiniWeb.
 - 2 Click the **Copy URL** button in the toolbar or choose the **Edit→Copy URL** menu item. (Double-clicking on a MiniWeb icon while holding down the Control key also copies the URL so you can paste it.)

- 3 Move to a Page window and position the cursor wherever you want to place the link. If the text or image you want to act as a link is already in the page, highlight it. If you don't highlight any text, the title of the page you are linking to is automatically added to your page as a link.
- 4 Choose the **Edit→Paste URL** menu item.

Setting Titles for Files in a MiniWeb

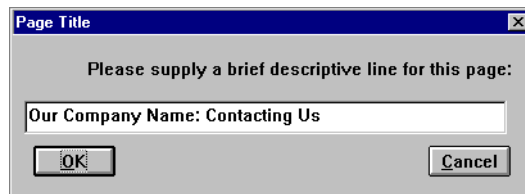


Page titles are the text that appears at the top of a Page window. You should use titles that describe the contents of individual pages but provide consistency within your Web site. To help you create consistent page titles, AOLpress lets you change titles from within a MiniWeb.

In addition, you may want to provide text to describe other types of files. This text will appear in the status bar at the bottom of the window when your mouse points to the file in the MiniWeb.

→ To change a page title:

- 1 Select the icon for a file. While your mouse points to this file, you will see the current title of the file in the status bar at the bottom of the window. If there is no title, you see the filename.
- 2 Choose the **Edit→Set Title** menu item. You will see a dialog like this:
- 3 Edit the title and click **OK**.
- 4 When you have finished editing titles, save the MiniWeb. (This also saves all the changes you have made to the pages in the MiniWeb.)



Managing MiniWebs

In addition to letting you visualize and edit your Web structures, one of the real strengths of MiniWebs is that they help you manage and maintain your Web structures.

Setting the Home Page

The “home page” is the page where readers start in your directory. If a reader uses a URL with no file name (such as, <http://www.mycompany.com/mydir/>), the AOLserver automatically sends the home page in that MiniWeb to be displayed.

If you use a URL without a file name in AOLpress, you normally see the MiniWeb view for that directory if there is one.

→ **To set a home page for a MiniWeb:**

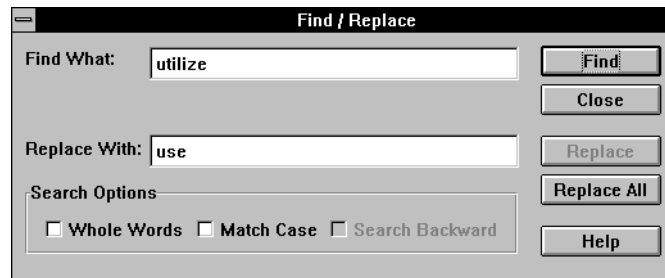
- 1 Click the arrow to the right of the **Home Page** field below the MiniWeb toolbar. You will see a list of the titles of pages in your MiniWeb.
- 2 From this list, select the title of the page you want to be the home page of your MiniWeb. The icon for that page in your MiniWeb will change to have a spider in the web.

Finding and Replacing MiniWeb-Wide

When you are in a MiniWeb window, you can find text anywhere in your MiniWeb and make global changes to the MiniWeb.

→ **To find and replace text:**

- 1 Choose the **Edit** → **Find/Replace** menu item.



- 2 Type the text you want to search for in the **Find What** field.
 - 3 If you want to change that text, type the new text in the **Replace With** field.
 - You can also check one or more of the following **Search Options**:
- | | |
|------------------------|---|
| Whole Words | Finds only whole words that match the characters you type. The default is to match any characters, even parts of words. |
| Match Case | Makes the match case-sensitive. The default is to ignore case. |
| Search Backward | You can search backward through a single page. When you are searching through a MiniWeb, this field is dimmed, and all searches go forward. |

→ Use the buttons on the right to control the search.

Find	Finds and selects the next match.
Close	Closes the dialog.
Replace	Replaces the selection with the text in the Replace With field.
Replace All	Finds and replaces all the occurrences in the entire MiniWeb.
Wrap & Find	Repeats the current Find operation, but starts at the beginning of the first page in the MiniWeb.

You can search for text in a paragraph even if there are hidden HTML tags within the text. For example, you can find text even if a link starts within the text or if some words in the text are bold. However, you cannot search for HTML tags themselves in all the pages of the MiniWeb. When you view the HTML (see page 138), you can perform a Find/Replace on a single page of HTML, including the tags.

Spell Checking MiniWeb-Wide



You can check the spelling of all the pages in your MiniWeb using the **Tools→Spell Check** menu item. To check a single page, choose **Tools→Spell Check** with the Page window active. To check the entire MiniWeb, choose **Tools→Spell Check** with the MiniWeb window active. See page 71 for details.

Printing Pages and MiniWebs

To manage a MiniWeb, you may need to create printed documentation about the MiniWeb.

→ To print all the MiniWeb pages:

- Move to the MiniWeb window and choose the **File→Print** menu item. This will send all the pages in your MiniWeb to your current printer.

→ To print the current MiniWeb view:

- 1 Move to the MiniWeb window and display the MiniWeb in the format you want to print.
- 2 Choose the **File→Print Graphs** menu item. This sends the view of your MiniWeb to your current printer.

Using SubWebs

Larger Web sites use several related directories instead of a single directory. This makes maintaining the Web site easier in some ways, because you can make the directory structure match the structure of your site. For example, you might store customer support pages in a “custsupp” directory, sales pages in a “sales” directory, and images in an “images” directory.

You manage multi-directory Webs in AOLpress with “*SubWebs*”. Each subdirectory is its own SubWeb. A folder icon for each SubWeb is shown in the MiniWeb for the directory containing the SubWeb.

In general, you use SubWebs the same as any other MiniWeb. For example, you can drag-and-drop files from one SubWeb to another SubWeb. The differences are the additional ways files in a SubWeb can interact with files in other SubWebs.

→ To create a SubWeb, either:

- Use the **Tools→Webize Directory** menu item to create a main MiniWeb and SubWebs for all of your existing directories. See page 144 for details.
- Display the MiniWeb that will contain the SubWeb, and choose the **File→New MiniWeb** menu item or click the “New MiniWeb” icon in the MiniWeb toolbar. The new MiniWeb will be a SubWeb of the MiniWeb you were viewing.
- Drag-and-drop a SubWeb icon into another MiniWeb window.
- Create an empty MiniWeb. Then, choose the **File→Save As** menu item to save the MiniWeb inside another MiniWeb.
- Import one MiniWeb into another MiniWeb.

→ To open a SubWeb, either:

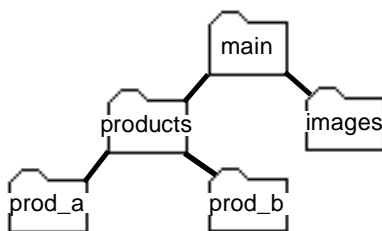
- Double-click on the SubWeb’s folder icon in the MiniWeb above the SubWeb in the directory tree.
- Choose the **File→Open** menu item.
- Select the **Open** icon in the MiniWeb view.
- Type the SubWeb’s URL in the **Location** field of a Page window.

References Between SubWebs

It's usually best to use *relative links* (see page 118) within your own Web site. Relative links allow you to move the entire directory tree to a new location (for example from your hard disk to the Web) without breaking your links. You should try to use absolute links only to references files outside your own Web.

A relative reference to a file in the same directory is simple—just use the filename and omit any information about the Web location and the directory. For example, use `other.htm` instead of `http://www.mydomain.com/mydir/other.htm`

You can also use relative links to reference files in different SubWebs within your site, but they are a little more complicated. Suppose you have a directory tree like this:



Relative references between files in these directories would have the following syntax:

Reference Between...	Relative Link Format
"main" to "products"	<code>products/file.htm</code>
"main" to "prod_a"	<code>products/prod_a/file.htm</code>
"products" to "prod_a"	<code>prod_a/file.htm</code>
"products" to "main"	<code>../file.htm</code>
"products" to "images"	<code>../images/fig.gif</code>
"prod_a" to "main"	<code>../../file.html</code>
"prod_a" to "images"	<code>../../images/fig.gif</code>

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One of the most popular features of the PrimeHost hosting service is the *integrated* ability to browse, edit, and publish pages. You can update pages and publish them at any time. If you have questions about publishing with AOLpress, see the Frequently Asked Questions (FAQ) list at <http://www.primehost.com/faq>.

Publishing with Multiple Authors



AOLpress helps you avoid conflicts when several people edit the same Web pages. When you publish a page, AOLservers (v2.1 or higher) make sure no one has saved changes to the page since the last time you loaded it. If someone else has changed the page, the server sends you a message. (Other servers that check content versions may provide similar messages.)

If you want to warn other people in your group that you are making changes to a page, you can lock the page.

→ To lock a page:

- 1 Choose the **Tools**→**Administer Page**→**Lock** menu item. If the **Lock** item is dimmed and the **Unlock** item is not dimmed, this page is already locked. If both items are dimmed, the server that stores this page does not support page locking. (There may be a delay before the menu item is undimmed while AOLpress asks the server whether it supports file locking.)
- 2 If you haven't already provided your username and password, AOLpress will prompt you for them so that it can lock the page.

- 3 While the page is locked, edit and then save the page. The page will still be locked even if you exit from AOLpress.
Other people get a warning if they try to edit a page you have locked. The warning gives them your username so they know who has locked the page. Other people also can't save changes to the page while you have it locked (unless they first unlock the page using their username and password).
- 4 When you finish changing and saving the page, choose **Tools→Administer Page→Unlock**. If this is a new session, AOLpress will prompt for your username and password.

Publishing a Whole Directory

If you want to publish all the files in a directory on your computer to the Web, you can create a MiniWeb and save it to the Web to publish all the files quickly.

→ Publishing a directory:

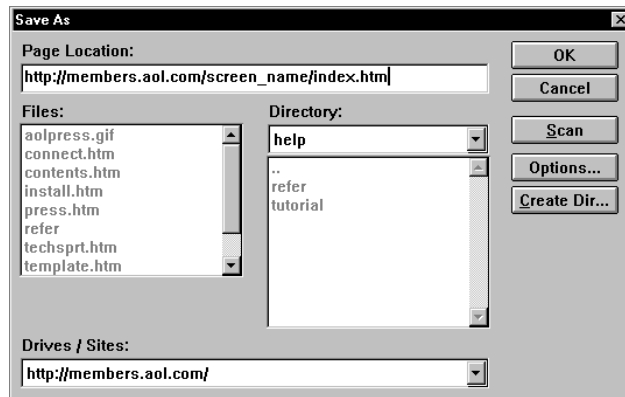
- 1 From any Page or MiniWeb window, choose the **Tools→Webize Directory** menu item. (Or, **Tools→Webize Folder** on a Macintosh.) See page 144 for details.
- 2 Select the directory you want to publish to the Web, and click **OK**. AOLpress will create a MiniWeb view of your directory.
- 3 From the MiniWeb window, choose the **File→Save As** menu item.
- 4 Select the location on the Web where you want to publish these files (see the sections that follow for details). Click **OK** and AOLpress will begin publishing all the files to the Web.

Publishing to AOL or PrimeHost

Once you create a Web page, you can publish it to your personal publishing space on AOL or to the PrimeHost hosting service. Until you publish it, your page exists only on your disk. You can see your page; but no one else can.

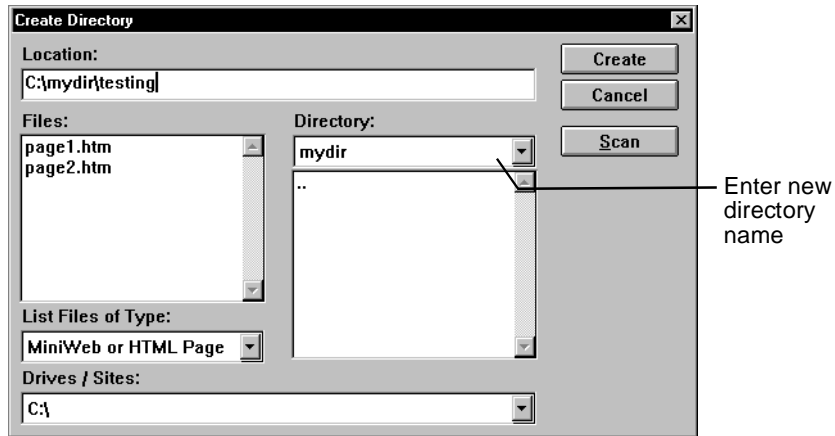
→ Publish your Web page to the PrimeHost hosting service:

- 1 Choose the **File→Save As** menu item. This dialog appears. (For details on using such dialogs on PCs and Macintoshes, see page 38.)

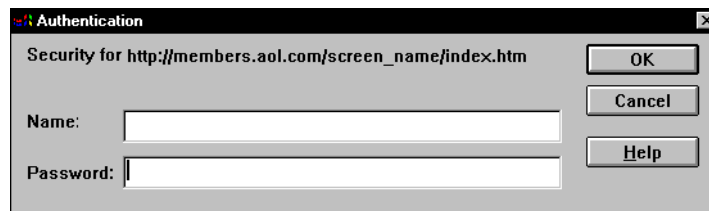


- 2 In the **Page Location** field, type your publishing directory (or select it from the **Sites** field if you've published to this location before).
 - Your AOL membership includes access to “My Place”, where you can publish up to 2 MB of pages and other files per screen name. Go to keyword “My Place” on AOL to learn more. If you want to publish to your AOL personal publishing space, type `http://members.aol.com/screen_name`, where *screen_name* is the name you use to log into AOL. (You must be using AOLpress through your AOL account to publish this way. If you are using a Macintosh, you must also have AOL v3.0 or higher.)
 - If you have Domain, Commercial, or Dedicated service through the PrimeHost hosting service, type the URL for your domain.

- 3 If you want to add a directory, click the **Create Dir** button and use the dialog that opens to create a subdirectory under the directory for your username.



- 4 Move the cursor to the **Page Location** field and add a file name for the Web page to the end of the page location. A common convention is a name followed by `.htm` (for example, you might type `joespage.htm`).
- 5 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.
- You may be asked for your username and password. If so, type your PrimeHost hosting service username and password.



- If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

Now your page is on the Web!

If you have questions about publishing with AOLpress, see the Frequently Asked Questions (FAQ) list at <http://www.primehost.com/faq>.

Publishing to Another AOLserver

If you don't have a PrimeHost hosting service account, you can sign up by following the instructions at <http://www.primehost.com>. Or, you publish to AOLservers if you are a member of AOL.

If you want to set up your own Web server, you can download the AOLserver software for free from <http://www.aolserver.com>. The AOLserver is extendable with C and Tcl APIs that can access various types of databases. Full CGI support is also provided. Then, you can use AOLpress to publish to that server.

→ Publish your Web page to another AOLserver:

- 1 Choose the **File→Save As** menu item.
- 2 In the **Page Location** field, choose the AOLserver where you want to publish your page (you must have write permission for the location where you want to publish).
 - If you have ever visited the AOLserver you are interested in, it shows up in the list you can see by clicking on arrow next to the **Drives / Sites** field.
 - If you have not visited this AOLserver before, then you can type its URL in the **Page Location** field at the top of the dialog. This AOLserver may be any server on the Internet where you have write permission.
- 3 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.
 - You may be asked for your username and password. If so, type your username and password for this AOLserver.
 - If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

Publishing to Non-AOLservers

If you want to publish to a Web server other than the PrimeHost hosting service or your own AOLserver, you can save them directly if the Web server supports the HTTP (HyperText Transfer Protocol) PUT protocol. (For example, Cern's httpd server supports the PUT protocol but disables it by default.)

Another way to save files to other types of servers is through FTP (File Transfer Protocol). If you can use FTP to move files directly to the page directories on your Web server, you can use FTP from within AOLpress to save your pages.

If you do not have access through an FTP server to your Web page directories, you will need to transfer the files with software other than AOLpress. For example, you can use terminal emulation software to log into the Web server and transfer the files.

→ To save pages with FTP:

1 Choose the **File→Save As** menu item.

2 In the **Page Location** field, type:

```
ftp://username@your.ftp.site/path/filename.htm
```

- “username” should be the name you use to log into the FTP server.
- “your.ftp.site” should be the name of your ftp server (such as ftp.mydomain.com).
- “path” should be the directory path to your file. Use the full directory path from the perspective of the FTP server. If you do not know the full directory path, use FTP software to move to the directory where you want to save pages. Then, use the “pwd” command to see your current working directory.
- “filename.htm” should be the name of your Web page.

For example, suppose you want to save a page called mypage.htm to the /users/myname/public_html directory on ftp.domain.com. You would type the following in the **Page Location** field:

```
ftp://myname@ftp.domain.com/users/myname/public_html/mypage.htm
```

3 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.

- You may be asked for your username and password. If so, type the username and password you would use to FTP files.
- If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

4 To make this process easier, you can add your FTP location to the list of sites you commonly save to, by following these steps:

- Choose the **Tools→Preferences→Sites** menu item.
- In the Site Location field, type the ftp location you used above (without the file-name for your page). For the example in step 2 above, you would type:

```
ftp://myname@ftp.domain.com/users/myname/public_html/
```

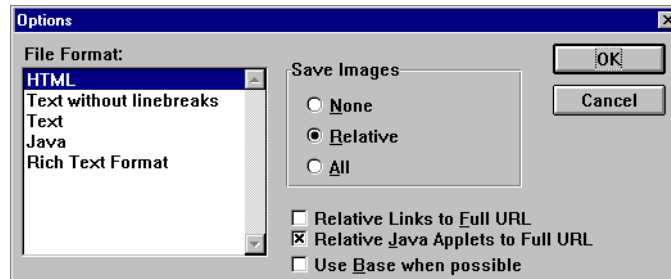
- Click the Add button, then click the Done button. Your FTP site will now be listed in the **Drives / Sites** list in the Save As dialog.

→ To email pages:

- 1 Choose the **File→Save As** menu item.
- 2 Click the **Options** button. In the Options dialog, select the file format you want to email. For example, you can send only the text, the HTML code, or an RTF file that can be imported into Microsoft Word. For details on file formats see page 167.
- 3 In the **Page Location** field, type the following where “username@address.org” is the email address of the person to whom you want to send the contents of the page.
`mailto:username@address.org`
- 4 Click the **OK** button to email the page.

Publishing to Other Formats

When you save a page, by default AOLpress saves the HTML code that will be used to display the page on the Web. There are several other ways you can save your pages. Clicking the **Options** button on the Save As dialog gives you this list of options:



You can choose any of the following file formats:

- **HTML:** Saves tagged text for use on the Web. This is the default format for pages.
- **Text without line breaks:** Saves only the text from your page. No formatting is included. Each paragraph is a single line in the text file.
- **Text:** Saves only the text from your page, but includes line breaks to make paragraphs more readable.
- **Java:** Removes all the formatting and saves only the text, which should be Java source code. See page 132 for details.
- **Rich Text Format (RTF):** Creates a file that you can import into Microsoft Word to retain most of the formatting you used in the page. You can also use this file as input to other software programs that create Microsoft Windows online help files.



When you save a page, AOLpress can also save the images along with the page. The **Save Images** field controls which images are saved:

- **None:** No images are saved. If you don't want to save the images, but still want them to be visible in the saved page, you should check the **Relative Links to Full URL** field. The page will display the images from their original locations.
- **Relative:** All the images with relative file references (see page 160) are saved to the same directory as the page.
- **All:** All the images are saved to the same directory as the page.



Uncheck the **Relative Java Applets to Full URL** field if you are saving the page to a location that already contains the Java applets used in the page.

Check the **Use Base if Possible** box if you want to continue using relative links in the page but specify that they are relative to the original (base) location instead of the new location. (AOLpress can't use a base location if you are saving the page into an existing MiniWeb or if you are saving a page from your own computer to a server.)

File Names and URLs

File names have different restrictions depending on the type of computer you are using. It is important to understand these distinctions before creating and publishing your Web information, because you want your documents to be as portable between platforms as possible. If you are working with more than one platform, naming your files is very important. The customs and restrictions are as follows:

MS Windows

File names in DOS and Microsoft Windows can be no longer than eight characters, and must be at least one character. They may end with an extension of up to three characters (for example, .htm instead of .html). File names are not case-sensitive. URLs are case-sensitive; only letters, numbers, and underscores are allowed.

Note that AOLpress requires you to use these "8.3" filenames even if you are using Windows 95, which allows longer filenames.

Macintosh

File names can have up to 31 characters, although you should not make your file names this long since that makes your document difficult to use between platforms. File names are not case-sensitive, but case is retained. Extensions are not required, but you should use .htm or .html to make it easy to move the files to the server.

Setting Preferences

9

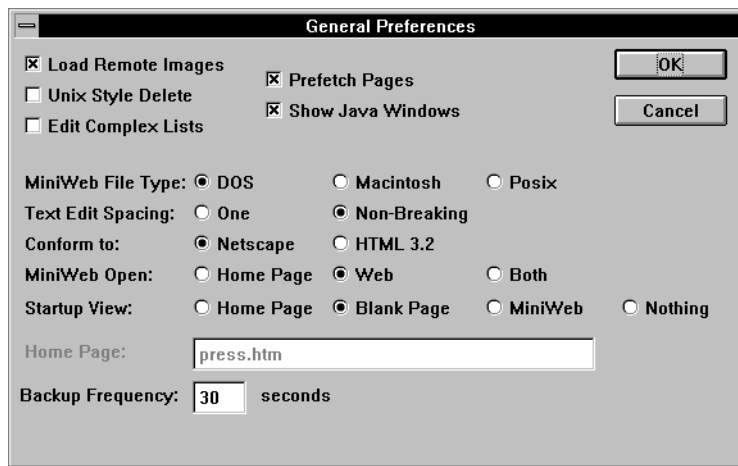
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The Preferences windows let you control various aspects of the behavior of AOLpress. To see a list of the Preferences windows, choose the **Tools→Preferences** menu item.

General Preferences

Choose the **Tools→Preferences→General** menu item to bring up the General Preferences dialog. You use this dialog to control general browsing and editing behaviors of AOLpress.



Load Remote Images

If you turn off **Load Remote Images**, images that are not stored on your local file system are not loaded unless you click on them. This speeds up page loading, especially if you are browsing pages with lots of large images or if you are using a fairly slow modem.



If you find a page with images you want to see use the **Browse→Load Images** menu item to load all the images in that page.

Unix Style Delete

Under Microsoft Windows, the Delete key normally deletes the next character and the Backspace key deletes the previous character. On most Unix and Macintosh systems, both keys delete the previous character.

Setting **Unix Style Delete** causes both the Delete and Backspace keys to delete the previous character. Not setting this field causes the Delete key to delete the next character. Pressing CTRL+D always deletes the next character.

Edit Complex Lists

The **Edit Complex Lists** check box controls what happens when you paste paragraphs into a list or create a nested list (by adding list formatting to existing list items).

- **If this field is unchecked:** Pasting paragraphs into a list adds new list items to the list. If you create a nested list, the nested list is added within the current list item.
- **If this field is checked:** Pasting paragraphs into a list adds more paragraphs to the current list item. If you create a nested list, a new list item is added to the outer list to contain the nested list.

Prefetch Pages

If you turn on **Prefetch Pages**, AOLpress preloads pages to which the current page has links (so that when you click on one of these links it will already be loaded into your computer's memory cache).

Show Java Windows



Most browsers (including AOLpress) currently can't run or display Java applets. By default, AOLpress shows a box with an "X" in it where Java applets occur. You can hide these "X"s to see the same page layout as people with other browsers that don't support Java. To do this, uncheck the **Show Java Windows** box and restart AOLpress.



MiniWeb File Type

Use this option to restrict the file names you can use when you create pages and MiniWebs on any AOLserver. It is best to choose "DOS" if you need your files to be portable to a PC (even if you are using Windows 95 or Windows NT).

- If you choose **DOS**, you are restricted to the eight-dot-three file name format.
- If you choose **Macintosh**, you can use file names with up to 31 characters.
- If you choose **Posix**, most Unix systems allow you to use 256-character file names.

Text Edit Spacing

By default, HTML displays multiple white-space characters (spaces, tabs, etc.) as a single space (except in "Preformatted" paragraphs). If **One** is selected in the **Text Edit Spacing** field, you can only type one space in a row.

AOLpress provides a way for you to type multiple spaces by using special "non-breaking space characters." When you type multiple spaces, spaces other than the first one are actually non-breaking spaces. Non-breaking spaces keep browsers from condensing spaces into one space. You can turn on this capability by selecting the "**Non-breaking**" option in the **Text Edit Spacing** field. However, some browsers will show " " instead of spaces if you do this.

Conform To



This field lets you choose whether you want AOLpress to create and display HTML code using the **Netscape** conventions or **HTML 3.2**. If most of your readers will be using Netscape to browse your pages, you should conform to Netscape conventions. Otherwise, HTML 3.2 may be a better choice.

Changing the **Conform To** field doesn't affect how other browsers display your page. You may want to explicitly set features where the default varies to make all browsers use the same setting. Changing this setting affects the following areas:

Feature	Netscape	HTML 3.2
Tags for font size changes	<code></code>	<code><BIG></code> , <code><SMALL></code>
Does ">" end quoted attributes within tags?	Yes	No
Can pages have multiple <code><TITLE></code> s and <code><BODY></code> s?	Yes	No
Must <code><SCRIPT></code> be within <code><HEAD></code> block?	No	Yes

MiniWeb Open



This field lets you decide which windows you want to open when you open a MiniWeb with the **File→Open** menu item or by moving to a MiniWeb URL that does not include the name of the page file to open. You can choose any of the following:

- **Home Page:** Opens only the page that has been selected as the home page (initial page) for this MiniWeb.
- **Web:** Opens the MiniWeb view for this MiniWeb.
- **Both:** Opens both the home page and the MiniWeb view for this MiniWeb.

Note that other browsers do not support MiniWebs and always open the home page if the filename is not included in a URL.

Startup View

This field controls which page is displayed first when you start AOLpress (with no command-line arguments). You can choose any of the following:

- **Home Page:** Starts with the page specified in the **Home Page** field. Use an absolute (complete) reference to the page you want. If you specify only a file name, AOLpress looks for the file in its help directory on your local disk first and then it looks on the `http://www.aolpress.com/` Web site.
- **Blank Page:** Starts with a new, blank page open.
- **MiniWeb:** Starts with a new MiniWeb and a blank page.
- **Nothing:** Starts with no page open.



Backup Frequency



AOLpress stores backup copies of the pages you have edited but have not saved. When you restart AOLpress after a crash, it opens these copies and tells you that it is recovering old files. You can continue editing these files without losing much of your work.

Use the **Backup Frequency** field to control how often AOLpress saves copies of your work. If you set this field to zero (0), AOLpress does not save any backup copies. The copies of your pages are stored with names like “auto1.htm” in the “autosave” subdirectory below the directory where you installed AOLpress.

AOLpress does not make backup files for changes to MiniWebs.

If AOLpress gets stuck or crashes and then gets stuck when you try to run it again, try deleting the files in the “autosave” subdirectory.

Network

Click the menu **Tools→Preferences→Network** to bring up the Network Preferences dialog. You use this dialog to control how AOLpress interacts with your network.

If AOLpress does not allow you to browse the Web, you may need to ask your system administrator how to set some of these fields.

A screenshot of the "Network Preferences" dialog box. It has a title bar with the text "Network Preferences". Inside, there are several labeled text input fields: "Mail address:", "SMTP Mail Host:", "Name Server:" (with four small adjacent boxes), "Proxy:", and "SOCKS Host:". There is a checkbox labeled "Always Proxy, except these domains" with an empty text box below it. Below that is a section titled "Use This SOCKS Host" with a "SOCKS Host:" field and an "Except for these" field. On the right side of the dialog, there are "OK" and "Cancel" buttons.

Mail Address

Type your email address in the **Mail Address** field. The email address you provide is used as a return address for mail you send from AOLpress, as a password when you download files with anonymous ftp, and as an identification line on all HTTP requests.

SMTP Mail Host

Type the name of the SMTP (Simple Mail Transfer Protocol) mail host machine. This is a machine that takes care of putting email from your internal mail system into an accepted Internet format.

Most systems do not require you to specify the **SMTP Mail Host**. If you do not know whether your system uses SMTP or the name of the SMTP mail host, ask your system administrator.

Name Server

A name server interprets Web page addresses, and finds the addresses that correspond to the addresses.

Most systems do not require you to specify the **Name Server**. If you do not know whether you need to specify a name server, ask your system administrator. If you do need to specify a name server, type the IP address of the name server in these fields.

Proxy

AOLpress does not handle news, gopher, or WAIS requests directly. If you are browsing these kinds of links you have to specify a **Proxy** server. When AOLpress finds an access method it does not understand it sends it to the specified proxy server, which handles the request. For example, you may use a CERN httpd server, with a name in the form `hostname:port` (for example, `www.mycompany.com:81`). *Do not* type the leading `http://`.

If your site is behind a firewall, then you even need to proxy http (Web page) requests through that machine, so click the **Always Proxy** check box. However, you will not want to proxy domains inside your firewall, so list them in the “except these domains” field. If you use another server to proxy all http requests, you may not be able to browse directories on an AOLserver or publish your pages to an AOLserver, depending on the configuration of the proxy server you use.

If you are not behind a firewall, do not check the **Always Proxy** box. You only want to proxy non-http requests.

SOCKS Host

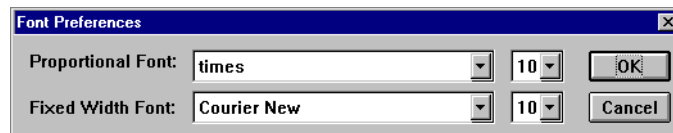
If your system uses the SOCKS protocol for firewall security, you should type the name of the SOCKS host in this field. You can allow pages stored on trusted domains (such as the domains on your side of the firewall) to skip the SOCKS checking by typing those domain names in the field provided.

Fonts

You can decide what fonts you want AOLpress to use in the pages you look at. This decision does not affect the fonts that other people see when they read your pages. Many browsers let people choose fonts for regular text and fixed-width text, so you should test your pages with a variety of fonts.

→ To change the fonts:

- 1 Choose the **Tools**→**Preferences**→**Font** menu item. You will see the Font Preferences dialog:



- 2 You can choose a different font or font size for the “proportional font”, which is the font used for most text and headings in your page. You can also choose a different font or font size for the “fixed width font”, which is used for preformatted paragraphs and the fixed pitch, code, keyboard, sample, and variable type styles.
- 3 Click **OK** to apply the changes to your font preferences.

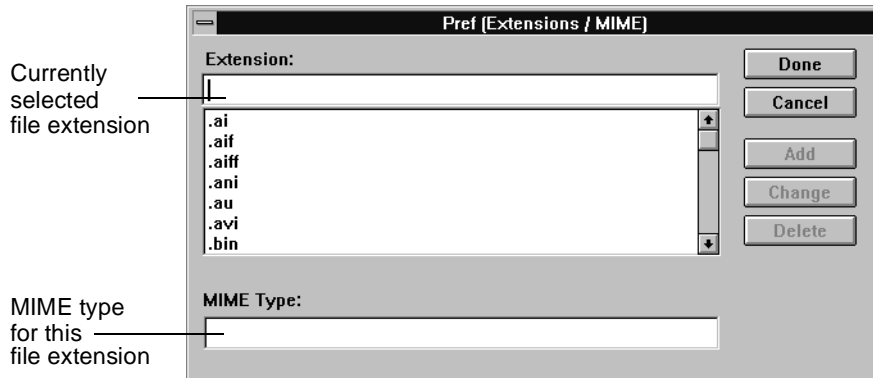
File Extensions and MIME

When AOLpress loads a *local file* it attempts to handle it by looking at the extension on the file name, from which it can generate a MIME type. Then, it uses the MIME type and the external viewer you specify in the MIME Viewers preferences dialog to find out how to display the file.

(MIME stands for “Multipurpose Internet Mail Extensions.” This standard identifies files sent across the Internet so the program that receives it can deal with it correctly.)

→ **To modify the list of file extensions:**

- 1 Choose the **Tools→Preferences→Extensions/MIME** menu item. You will see the Extensions/MIME Preferences dialog.



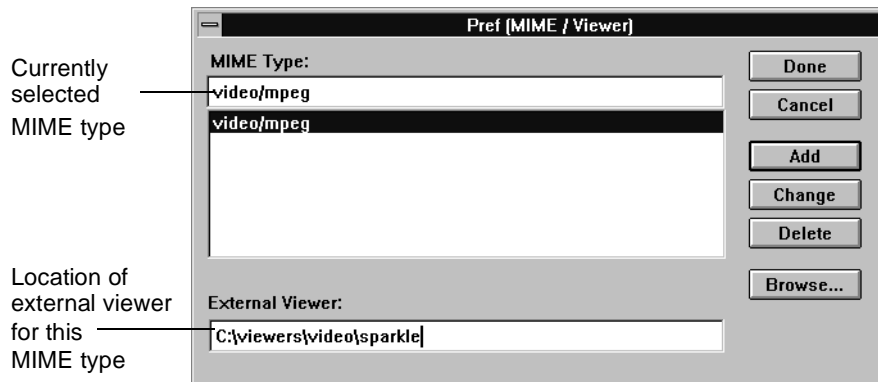
- 2 Select a file extension from the scrolling list.
 - **To add an extension:** Type a new file extension and a new MIME type. Then click **Add**. The new entry will be added before the selected entry. For example, you can add a file extension of `.doc` with a MIME type of `application/msword` to indicate that the files are Microsoft Word files. (You will also need to select `winword.exe` as the external viewer for this MIME type in order to have AOLpress open Microsoft Word automatically. See page 177 for details.)
Or, you may want to add an entry with an additional file extension for a MIME type that is already listed.
 - **To change an extension:** Change the file extension or the MIME type and click **Change**.
 - **To delete an extension:** Select an entry and click **Delete**.

MIME Viewers

When you follow a link to a file that AOLpress does not know how to display (for example, a video), AOLpress looks through the list of MIME viewers for a program to run to display the file. If there is no entry for the MIME type, AOLpress asks if you want to save the file on your local system.

→ To add a MIME viewer:

- 1 Choose the **Tools**→**Preferences**→**MIME/Viewer** menu item. You will see the MIME/Viewer Preferences dialog.



- 2 Type a MIME type. For example, you might type `application/msword`, which is the MIME type for Microsoft Word documents.
- 3 Type the file location of the viewer for these files in the **External Viewer** field. Or, you can click **Browse** to search for the file. For example, the location of the viewer for Microsoft Word files might be `C:\MSOFFICE\WINWORD\WINWORD.EXE`.
- 4 Click **Add** to save your new entry. (If the **Add** button is gray, type an extra space in the **External Viewer** field.)
- 5 To change a viewer, select the MIME Type, modify the viewer name, and click **Change**.

For a list of common MIME types, choose the **Tools**→**Preferences**→**Extensions/MIME** menu item. (The file extensions are used only when you load local files. For remote files, the MIME type of the file is used directly.)

These are some additional MIME types you might want to view:

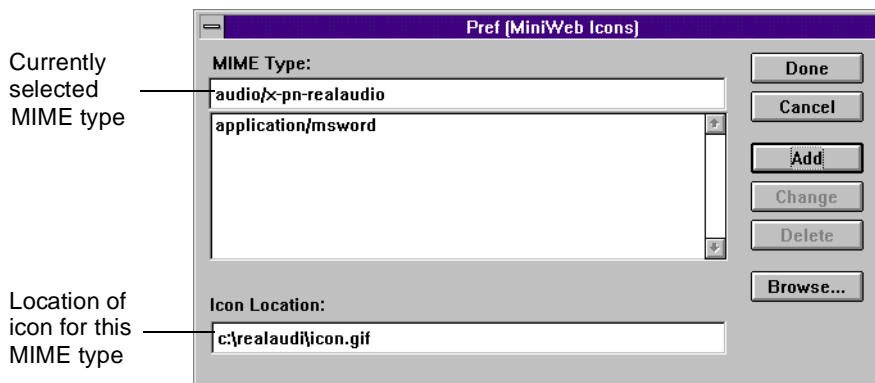
```
application/commonground
application/macwriteii
application/msword
application/zip
application/x-framemaker
application/x-tcl
application/x-wais-source
text/tab-separated-values
```

MiniWeb Icons

If you have files with additional MIME types in your MiniWebs, you can add icons for these file types. These icons will be shown when you use the Web or Tree view. (See page 147 for instructions on how to change individual MiniWeb icons.)

→ To select an icon for a MIME type:

- 1 Choose the **Tools**→**Preferences**→**MiniWeb Icons** menu item. You will see the MiniWeb Icon Preferences dialog.



- 2 Type a MIME type. For example, you might type `application/msword`, which is the MIME type for Microsoft Word documents.
- 3 Type icon file' location in the **Icon Location** field. Or, click **Browse** to search for the file. You can use gif, jpeg, or xbm file containing a 32x32 pixel image.
- 4 Click **Add** to save your new entry. (If the **Add** button is gray, type an extra space in the **Icon Location** field.)
- 5 To change an icon, select a MIME Type, change its icon location, and click **Change**.

Sites

This dialog lets you store a list of directories on your local drives and server sites on which you can save pages. AOLpress uses this list in various places. For example, the list in this dialog appears in the **Drives / Sites** field in the **File→Open** dialog.

The list can contain more than AOLserver locations. You can add any directory on your local drives, any directory on a server on which you publish pages, or any MiniWeb to this list.

→ To add a new server or directory location:

- 1 Choose the **Tools→Preferences→Sites** menu item. You will see the following preferences dialog.



- 2 Type the URL or location you want to add in the **Site Location** field.
You can add your AOL personal publishing directory, your PrimeHost hosting service directory, other AOLserver directories, local drives and directories, MiniWeb locations, FTP paths, and email addresses to this list. (See page 165 for details on FTP and email URLs.) You can also add directory URLs on any server that supports and enables the HTTP (Hypertext Transfer Protocol) PUT protocol, as AOLserver does.
- 3 Click **Add**. The location you added will now be listed when you are prompted for a drive, MiniWeb, or site location.

Animation

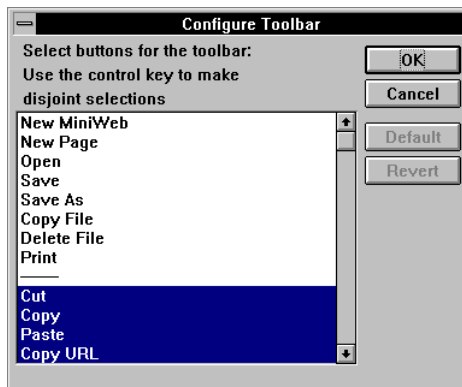
You can change the animation in the upper-right corner of a window when a page is being loaded. In the future, the `http://www.aolpress.com/` Web site may contain additional animation files for you to download. AOLpress will prompt you to save the file and then ask if you want to use the file as the default animation.

Configure Toolbar

You can add or remove icons from the AOLpress toolbar so that the commands you use most often are easy to select.

→ To change the set of toolbar icons:

- 1 Choose **Tools**→**Preferences**→**Configure Toolbar**. You will see this dialog.



- 2 Hold down the *Ctrl* key, which lets you select multiple items that are not sequential.
- 3 While you hold down the *Ctrl* key, click on unselected items you want to add to the toolbar. Also, click on selected items you want to remove from the toolbar. Select the “-----” items in places where you want a wider space between buttons.
- 4 If you forget to hold down the *Ctrl* key, you can click the **Revert** button to return to the selections shown when you opened the **Configure Toolbar** dialog. Or, you can click the **Default** button to return to the default toolbar settings.
- 5 Click **OK** when you have selected the toolbar buttons you want.



Another way to configure the toolbar is to add `<LINK REL=>` tags to your pages. This tag adds buttons to your toolbar when the page is viewed and is part of the HTML 3.0 specification. However, this tag is still not supported by many browsers. AOLpress supports toolbar modification by the `<LINK REL=>` tag. See page 125 for details.

AOLpress Quick Reference

A

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Page Window Menus

The sections that follow give you a quick list and description of all the menu items you see when you are using a Page window.



File Menu

You use the **File** menu to operate on pages either locally or remotely over the network.

File	
New MiniWeb	Shift+Ctrl+N
New Page	Ctrl+N
Open...	Ctrl+O
OpenRecent	
Close	
Save	Ctrl+S
Save As...	
Import...	
Copy File...	
Delete...	
Print Setup...	
Print...	Ctrl+P
Upgrade AOLpress...	
Exit	

New MiniWeb

Creates a new MiniWeb.

New Page

Creates a new, empty page window.

Open

Lets you browse (locally or remotely) for files or specify the URL directly. You may also choose how to use the file (for example, you can open an HTML page as a Text page and see the tags).



Open Recent >

Shows a list of recent pages from windows you have closed during the current session.

Close

Closes the current page. Prompts if you have unsaved changes.

Save

Saves the current page.

Save As

Lets you save the page locally or on the network. You can choose formats and other options.

Import

Lets you import a text file or image into the current page.

Copy File

Lets you copy a file from anywhere locally or on the network to anywhere else.

Delete

Lets you browse for files and delete them.

Print Setup

Lets you choose a printer and its settings.

Print

Lets you send the current page to a printer.

Upgrade AOLpress

Opens a page of information about downloading the latest version of AOLpress.

Exit

Exits AOLpress. Prompts if you have unsaved changes.

Edit Menu

You use the **Edit** menu to modify your pages.

Edit	
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Select All	Ctrl+A
Copy URL of Page	Shift+Ctrl+C
Paste URL	Shift+Ctrl+V
Find / Replace...	Shift+Ctrl+F
Find Next	Ctrl+G

Undo	Undoes the last edit (some operations, like Insert File may not be undone). There is no limit to the number of Undos.
Redo	Reverses the last Undo .
Cut	Saves selection to the clipboard and deletes it from the page.
Copy	Saves the selection to the clipboard.
Paste	Transfers the contents of the clipboard to the current page, either at the current insertion point or in place of the selection. If the clipboard contains a URL from a Copy URL command, acts like the Paste URL command.
Clear	Deletes the selection without saving it.
Select All	Selects the entire page.
Copy URL of Page	Saves the URL of the current page (or if the selection contains a link then the URL in the link) into the clipboard in such a way that pasting it yields a link.
Paste URL	Equivalent to Paste , except the URL is pasted and the selection (if there is one) becomes the anchor to a hyperlink. If there is no selection, then the URL is added as text for the new anchor.
Find/Replace	Invokes the Find/Replace dialog. This provides several options for finding and replacing text.
Find Next	Repeats the last Find without presenting a dialog.

Element Menu

You use the **Element** menu to add special features to your page.

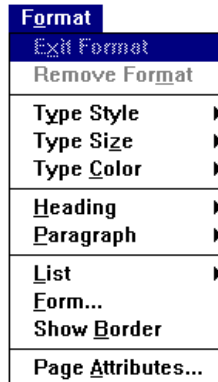
Element	
<u>Get Attribute...</u>	Shift+Ctrl+G
<u>H</u> orizontal Rule	
F orced Line <u>B</u> reak	Shift+Return
<u>L</u> ink...	Ctrl+L
A nchor...	
<u>I</u> mage...	
<u>I</u> mage Map...	
<u>U</u> nlink	
<u>J</u> ava Applet...	

Get Attribute	Allows you to set various attributes for the selection (for example, if you select a link, you see the Link dialog).
Horizontal Rule	Adds a horizontal line at the insertion point.
Forced Line Break	Forces a line break at the insertion point.
Link	Lets you attach a link to the current selection. If the selection already contains a link, lets you alter or remove the link.
Anchor	Lets you attach a name to a point in the page. You can use this name in links that move to this point in a page.
Image	Lets you insert an image into the page and align text with it.
Image Map	Lets you make the selected image into a clickable image with multiple links.
Unlink	Removes the currently selected link.
Java Applet	Inserts a Java applet and lets you set parameters, size, and alignment.



Format Menu

The **Format** menu adds structure and modifies the appearance of your page.



Exit Format

Creates a new paragraph outside the current format item (for example, list, form, heading, preformatted paragraph, etc.) and puts the cursor there.

Remove Format

Removes the current formatting. If the cursor is in a list, heading, ... it undoes the formatting of the entire list, heading, etc.

Type Style >

A submenu lets you emphasize text in various ways.

Type Size >

A submenu lets you make text bigger or smaller.

Type Color >

A submenu lets you choose a color for the selected text.

Heading >

A submenu lets you use one of six levels of headings.

Paragraph >

A submenu lets you create one of several types of paragraphs. It also lets you align text horizontally.

List >

A submenu lets you create one of three types of lists—Numbered, Unnumbered, Definition. It also lets you reverse terms and definitions in a Definition list.

Form

Inserts a form and prompts you for the URL of a script on your server that runs when the form is submitted.

Show Borders

Draws a border around forms and lists so you can see where they end. When the borders are shown, this command changes to **Hide Borders**.

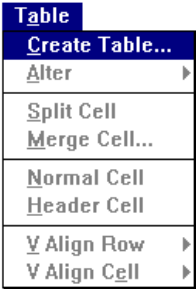
Page Attributes

Lets you change the background and text colors of your page.



Table Menu

The **Table** menu lets you create and format tables in your pages.



Create Table	Lets you create a table and specify the number of rows and columns and set the spacing and border width.
Alter Table >	Lets you modify the number of rows and columns and the spacing and border width.
Split Cell	Lets you split a cell that has been merged.
Merge Cell	Lets you merge several cells into a single cell.
Normal Cell	Turns a header cell into a normal cell.
Header Cell	Turns a normal cell into a header cell.
V Align Row	Aligns contents of an entire row to the top, middle, or bottom.
V Align Cell	Aligns the contents of one cell to the top, middle, or bottom.

Tools Menu

The **Tools** menu lets you show information about your page and customize the behavior of AOLpress



Show HTML

Lets you view and edit the HTML tags for the current page.

Spell Check

Lets you check the spelling of your document.

AutoLinks

Searches the server you choose and finds other pages that are related to the current page and suggests links to them.



Webize Directory

Turns existing directories into MiniWebs.

Check Links

Checks to make sure all URLs referenced by the page exist.

Search Server

Opens a page listing all the tables on the server with links for searching each table. (Not supported unless you have the Commercial or Dedicated level of PrimeHost hosting service or your own AOLserver. See the AOLserver documentation.)

Administer Server

Opens a page with links to the server administration functions. (Not supported unless you have the Commercial or Dedicated level of PrimeHost hosting service or your own AOLserver. See the AOLserver documentation.)

Administer Page >

Lets you set various options for a page on the server. (Not supported unless you have the Commercial or Dedicated level of PrimeHost hosting service or your own AOLserver. See the AOLserver documentation.)

Preferences >

Lets you set preferences for a variety of AOLpress behaviors.

Browse Menu

The **Browse** menu lets you find and display new or old pages.

Browse	
<u>B</u> ackward	Ctrl+B
F <u>o</u> rward	Ctrl+F
<u>S</u> top	Shift+Ctrl+S
<u>R</u> eload Page	Shift+Ctrl+R
<u>L</u> oad Images	
Global History...	
H ot List...	
A dd To Hot List	

Backward

As you follow hyperlinks in the Web, a history of pages is stored. This item lets you backtrack through the history.

Forward

Moves forward through the page history after you backtrack.

Stop

Aborts any outstanding requests from this window to read files.

Reload Page

Reloads the current page (and all images in it) from the Web.

Load Images

Reloads all the images in the current page.

Global History

Lists all pages you have viewed in this session in any window. You can view one by double-clicking on it.

Hot List

Shows the list of pages you have added to this list. You can view one by double-clicking on it or pressing **Fetch**.

Add to Hot List

Adds the current page's URL to the Hot List.



Window Menu

The Window menu appears under Microsoft Windows only. It lets you arrange the Page and MiniWeb windows in your workspace.

Window	
T ile	
<u>C</u> ascade	
<u>A</u> rrange Icons	
√ 1 Please title this page. [Page 1]	

Tile

Arranges your windows side-by-side or bottom-to-top.

Cascade

Arranges your windows so they overlap and titles are visible.

Arrange Icons

Arranges icons of minimized Page and MiniWeb windows.

Help Menu

The **Help** menu provides a variety of ways to get more information on AOLpress.



Contents	Shows the table of contents for the AOLpress documentation with links to each section.
Search for Help	Lets you search for keywords in the documentation.
Online Resources	Provides access to clip art and other resources.
FAQ	Answers Frequently Asked Questions
Tutorial	Teaches you how to use AOLpress
Tech Support	Shows email addresses and telephone numbers for technical support. The mail link lets you send us an email message.
Show Tool Tips	Lets you turn on and off the labels that appear for toolbar items when you place the mouse over them.
About AOLpress	Shows the version number of your copy of AOLpress.



MiniWeb Window Menus

The sections that follow give you a quick list and description of all the menu items you see when you are using a MiniWeb window.

File Menu

The **File** pull-down menu lets you operate on MiniWebs and pages locally or remotely over the network. It is identical to the File menu in the Page window, except it also contains the **New Java** and **Print Graph** items.

File	
New MiniWeb	Shift+Ctrl+N
<u>N</u> ew Page	Ctrl+N
N ew Java	
<u>O</u> pen...	Ctrl+O
<u>O</u> penRecent	
<u>C</u> lose	
<u>S</u> ave	Ctrl+S
<u>S</u> ave As...	
<u>I</u> mport...	
<u>C</u> opy File...	
<u>D</u> elete...	
P rint Setup...	
<u>P</u> rint...	Ctrl+P
P rint Graph...	
<u>U</u> pgade AOLpress...	
<u>E</u> xit	

Most of the items in this menu do the same thing when you are in a MiniWeb window as they do when you are in a Page window. These are the few differences:



New Java	Opens a window in which you can type the code for a Java applet.
Close	Closes the MiniWeb window. Prompts you to save any unsaved pages.
Save	Saves the MiniWeb.
Save As	Lets you save the MiniWeb either locally or on the network. Lets you choose formats and various options.
Import	Lets you import a file into the current MiniWeb. You can also import the images in the page along with the page.
Print	Prints all the pages in the current MiniWeb.
Print Graph	Prints the current MiniWeb view to the selected printer.



Edit Menu

The **Edit** menu lets you modify your MiniWeb. It is similar to the Edit menu in the Page window, except it does not have the **Undo**, **Redo**, and **Select All** items. It contains additional items to **Find Page**, **Set Title**, **Set Icon**, **Make Icon**, **Set Help**, and **Set Stationery**.

Edit	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Copy URL of Page	Shift+Ctrl+C
Paste URL	Shift+Ctrl+V
Find / Replace...	Shift+Ctrl+F
Find Next	Ctrl+G
Find Page	Ctrl+E...
Set Title...	
Set Icon...	
Make Icon	
Set Help...	
Set Stationery	

- Cut

Saves the selected page or other file to the clipboard and deletes it from the MiniWeb.
- Copy

Saves the selected page or file to the clipboard.
- Paste

Transfers the contents of the clipboard to the current MiniWeb. You can paste from a MiniWeb to a Page window, but you can't paste from a Page window to a MiniWeb.
- Clear

Removes the selected page from the MiniWeb. If there are still links to that page it is shown in faint gray. The icon cannot be removed until all links have been broken.
- Copy URL of MiniWeb/Page

If nothing is selected, copies the URL of the MiniWeb into the clipboard. Otherwise it copies the URL of the selected page.
- Paste URL

Equivalent to **Paste**.
- Find/Replace

Lets you find text in any page in the MiniWeb.
- Find Next

Finds the next occurrence of the text in any MiniWeb page.
- Find Page

Lets you select a page in the MiniWeb by typing its file name.
- Set Title

Lets you set a title to be shown in the status bar when you place the mouse cursor over a file in the MiniWeb.
- Set Icon

Lets you change the MiniWeb icon for the currently selected file.

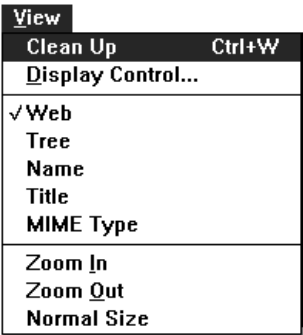




- Make Icon** Uses the actual image as the MiniWeb icon for the currently selected image.
- Set Help** Lets you specify a file that provides help when you double-click on a file in the MiniWeb.
- Set Stationery** Sets the currently selected Page as a “stationery” file for this MiniWeb. When a new page is created, the stationery page is used to initialize it.

View Menu

The **View** menu helps you manage the appearance of the MiniWeb.



- Clean Up** Realigns all items in the MiniWeb view.
- Display Control** Lets you hide various types of files in the MiniWeb view.
- Web** Displays the MiniWeb as a graphical web.
- Tree** Displays the MiniWeb as a graphical tree.
- Name** Displays the MiniWeb as list sorted by file name.
- Title** Displays the MiniWeb as list sorted by page title.
- MIME Type** Displays the MiniWeb as list sorted by type of file.
- Zoom In** Makes the MiniWeb icons larger and shows a smaller area.
- Zoom Out** Makes the icons smaller and shows a larger area.
- Normal** Goes back to the default icon size.
- List Links To** Shows links to each file if checked.
- List Links From** Shows links from each file to other files if checked.

Tools Menu

The **Tools** menu in the MiniWeb window does not contain the **Show HTML**, **AutoLinks**, **Dictionaries**, and **Administer Page** items from the Page window. In addition, the MiniWeb version of this menu contains the **Administer MiniWeb** item.



- Webize Directory** Lets you turn existing directories into MiniWebs.
- Check Links** Runs through the links in all the pages in the MiniWeb and checks to make sure the URLs they reference exist.
- Administer MiniWeb** Lets you set the **Permissions** options for a MiniWeb stored on a server. (Not supported unless you have the Commercial or Dedicated level of PrimeHost hosting service or your own AOLserver. See the AOLserver documentation.)

Browse Menu

The **Browse** menu in the MiniWeb window is a subset of the Browse menu in the Page window. It has only the **Stop**, **Global History**, and **Hot List** menu items.

Window Menu

The **Window** menu in the MiniWeb window is identical to the Window menu in the Page window.

Help Menu

The **Help** menu in the MiniWeb window is identical to the Help menu in the Page window.

Using the Mouse

→ Select text with the mouse:

- To set the insertion point, click the mouse.
To set the insertion point in a link, use CTRL+click to avoid following the link (hold the CTRL button down and click the mouse).
- To select a block of text, hold the mouse button down and sweep over the letters or words that you want to select.
- To extend any selection to the current mouse position, SHIFT+click (hold the SHIFT button down and click the mouse). Or, click with the right mouse button.
- To select a single word, double-click anywhere on the word.
- To select a word that is a hyperlink, hold down the CTRL key. CTRL+double-click selects a single word. CTRL+triple-click selects the whole hyperlink. Clicking on the hyperlink without pressing CTRL accesses the URL that the link refers to.
- To select a whole paragraph, triple-click anywhere in the paragraph.
- To select the whole page, quadruple-click anywhere in the page.
- Click in the margin to select parts of a page:
 - single-click selects a line
 - double-click selects a paragraph
 - triple-click selects a page

→ Use the mouse for other miscellaneous tasks:

- As you move the mouse, the status bar shows the link destinations you move over.
- If you click on a link, the link is loaded into the current window. If you double-click on a link, it is loaded into a new window.
- If you hold down the mouse button on a link and drag the pointer into another AOLpress page window and then release, then that window follows the link.
- If you depress the mouse on a link and drag the pointer into a MiniWeb window, that page being linked to is inserted into the MiniWeb.
- If you depress the mouse on a link and drag the pointer out of any AOLpress window, then a new window is created to follow the link.
- If you hold down the right mouse button (on the Macintosh, hold the command key down and press the button) on a link and drag the cursor to another window, a link is made to the URL of the original link. The link is inserted where you release the mouse. If you release the mouse on top of a selection, the selection is bound to the link, otherwise the title of the page is inserted and used as the link.
- If you click on the icon of an image that has not been loaded (either because you clicked the **Stop** icon, or because image loading is turned off) then it is loaded.

What's New in V1.2?

B

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The first difference you'll notice is the new name—AOLpress. It's the same product you may have used as GNNpress or NaviPress, but with the new features listed in this chapter and greater integration into America Online and the new PrimeHost hosting service.

Browsing

- To load or reload the images in a page, you can use **Browse→Load Images**. See page 53 for details.
- To open a page that was displayed in a window you closed during this session or a previous session, you can open that page from the **File→Open Recent** list.
- The toolbar and **Location**, **Title**, and **Home Page** fields have been moved out of the Page and MiniWeb windows and made part of the main AOLpress window. This saves screen space when you use several Page and MiniWeb windows at once.
- The new toolbar icons are smaller to match the size of icons in other applications.
- If you place the mouse cursor over a toolbar icon for a second, you will see a "Tool Tip" that tells you the function of the icon. To turn these tool tips off, uncheck the **Help→Show Tool Tips** menu item.
- The "Short Menus" are no longer available.

Text and Content

- AOLpress now has a built in spell checker. You can check pages or entire Mini-Webs by choosing the **Tools→Spell Check** menu item. See page 71 for details.
- You can change the color of selected text by choosing a color from the **Format→Type Color** menu. See page 78 for details.
- The **Bigger** and **Smaller** options have been moved out of the **Format→Type Style** menu and into the new **Format→Type Size** menu. See page 78 for details.
- You can rate the contents of your pages by choosing the **Format→Page Attributes** menu item and typing a PICS label or selecting a SafeSurf rating. The rating you add can be used by several browsers that let parents and teachers control the level of potentially offensive material children can see. See page 94 for details.

Images, Image Maps, and Toolbars

- You can resize images by double-clicking on them and dragging the image handles. See page 92 for details.
- You can uncheck the **Border** field when you insert an image if you don't want a border around linked images. See page 88 for details.
- You can create client-side image maps with AOLpress. See page 122 for details.
- You can create circles and polygons in image maps as well as rectangles. See page 123 for details.
- AOLpress highlights linked areas defined in a client-side image map when you move the cursor over the map.
- You can add toolbar icons that link to pages like your "Home", "Next" and "Index" pages. Each page can have whatever set of toolbar icons you want to add. Many browsers do not currently display these additional toolbar icons, but for browsers that do display them, you can make navigation much easier. Choose the **Format→Page Attributes** menu item and select a type of **Toolbar Link**. See page 125 for details.

Tables

- You can add or delete rows and columns within a table by using the options you see when you choose **Table→Alter Table**. See page 103 for details.
- If the text and other items you want to place in the table are already in your page, highlight them before you create the table. When you create the table, the table cells will be filled with the paragraphs you selected (from left to right and then from top to bottom). See page 101 for details.

Java

- You can add Java applets to your pages by choosing the **Element→Java Applet** menu item or by copying and pasting a Java applet to your page. (AOLpress currently does not display and run Java applets.) See page 132 for details.
- You can create Java source files within a MiniWeb by choosing the **File→New Java** menu item. See page 151 for details.
- You can decide whether you want place holders for Java applets displayed in your pages using the “Show Java Windows” box in the **Tools→Preferences→General** dialog.

HTML Support

- AOLpress supports HTML 3.2. You can choose to have your pages conform to Netscape’s standards or HTML 3.2 in the **Tools→Preferences→General** dialog.
- The HTML you see when you choose the **Tools→Show HTML** menu item is now formatted nicely and the tags and attributes are color-coded.
- AOLpress does not erase any `<FRAME>`, `<FRAMESET>`, or `<NOFRAMES>` tags in the files you edit.

- AOLpress supports the following new tags and attributes if they are contained in the HTML you are viewing or if you add them directly to the HTML. See page 139 for details.

Tag	Description
<BQ>	Abbreviation for <BLOCKQUOTE>
<DIV ALIGN=>	Create divisions within a page where all elements have the same alignment.
	Control the font of text.
<HR> attributes: ALIGN, NOSHADE, WIDTH, SIZE, and COLOR	Control the width, height, and outline color of horizontal rules.
<TABLE>, <TR>, <TD>, and <TH> attributes: WIDTH, UNITS, NOWRAP, COLSPEC, BGCOLOR, BORDERCOLOR, BORDERCOLORLIGHT, and BORDERCOLORDARK	Provide additional control over width, formatting, and color of tables.
<TBODY>, <THEAD>, <TFOOT>, <COLGROUP>, and <COL> tags	Extensions to tables for formatting headers, footers, and columns.

MiniWebs

- You can assign icons to files in a MiniWeb by choosing the **Edit→Set Icon** menu item. You can use an image as the icon for its own file by choosing the **Edit→Make Icon** menu item. See page 147 for details.
- You can set titles for page files and other types of files in a MiniWeb by choosing the **Edit→Set Title** menu item. See page 156 for details.
- You can assign help pages to files in a MiniWeb by choosing the **Edit→Set Help** menu item. See page 150 for details.
- You can decide whether you want AOLpress to open the MiniWeb, the home page for the MiniWeb, or both windows when you access the URL for a MiniWeb. See page 172 for details.

Publishing

- AOLpress stores backup copies of pages you have edited but have not saved. When you restart AOLpress after a crash, it opens these copies and tells you that it is recovering old files. You can continue editing these files without losing much of your work. See page 173 for details.
- AOLpress helps you avoid conflicts when several people edit the same Web pages. When you publish a page, AOLservers (v2.1 or higher) make sure no one has saved changes to the page since the last time you loaded it. If someone else has changed the page, the server sends you a message. (Other servers that check content versions may provide similar messages.)
- If you want to warn other people in your group that you are making changes to a page, you can lock the page by choosing the **Tools→Administer Page→Lock** menu item. See page 161 for details.
- You can save files in Rich Text Format (RTF) or in Java source format. See page 167 for details.



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